



# Passport to Progress

## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE & LOCATION

Wednesday, October 22, 2008






6:30 P.M.

Library Meeting Room

*The Vision of the Placentia Library District is to  
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

### CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation: Library Director

Recommendation: Adopt by Motion

6:30 PM

A.S. BE  
R.D. J.T. G.W.

M1-GW  
M2-JT

Mike Russo

714 397-1012

Daarentia  
Wood Carvers  
Club.

- Linda Katsouras  
- JOANNE Hardy starts on Monday 10/27/08

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

F.S. E.W. A.H.  
M.S. E.G.  
D.F. Y.G.

5.

Board President Report - oral <sup>At Pecca Bello for Sneider</sup>  
<sup>OCT. Grand Re-opening went well</sup>  
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6.

Trustee Reports <sup>J.T. - IP</sup>  
<sup>B.E. - Heritage Parade</sup> <sup>R.D. - nothing to report</sup> <sup>G.W. - nothing to report</sup>  
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7.

Placentia Library Friends Foundation Board of Director's Report (Trustee Turner) <sup>reported change</sup>

CONSENT CALENDAR (Items 8 - 29)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 8 - 29 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

- 8. Minutes of the September 29<sup>th</sup> 2008 Library Board of Trustees Unusual and Special Meetings and Special Meeting of October 15, 2008. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- 9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 11. Current Claims and Payroll. (Receive & File and Approve)
- 12. FY2008-2009 Cash Flow Analysis through September 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

- 13. Financial Reports for September 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for September 2008. (Receive & File)
- 15. Acquisitions Report for September 2008. (Receive & File)
- 16. Entrepreneurial Activities Report for September 2008. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 23)**

17. Personnel Report for September 2008. (Receive, File, and Ratify Appointments)
18. Volunteer Reports for September 2008. (Receive & File)
- 19. Circulation Report for September 2008. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
21. Status Report on Partnerships with Community Organizations. (Receive & File)
22. Status Report on Active Grant Applications. (Receive & File)
- 23. 2007-2008 California Public Library Survey for Placentia Library District, as transmitted to the California State Library on September 29, 2008. (Receive & File).

**STAFF REPORTS (Items 24 – 29)**

- 24. Library Director's Report.
25. Program Committee Report for September 2008.
26. Children's Services Report for September 2008.
27. Placentia Library Literacy Services Report for September 2008.
28. Reference and Adult Services Report for September 2008.
29. Placentia Library Web Site & Technology Report for September 2008.

**CONTINUING BUSINESS**

30. Restructure of Organization  
Presented: Library Director  
Recommendation: Action to be determined by Board of Trustees
31. Employee of the Quarter / Placentia Library Policy #2040.11  
Presented: Library Director  
Recommendation: Action to be determined by Board of Trustees

**NEW BUSINESS**

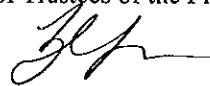
32. Public Behavior Policy – Placentia Library District Policy #6065  
Presented: Library Director  
Recommendation: Action to be determined by Board of Trustees
33. Fines and Fees Schedule  
Presented: Library Director  
Recommendation: Action to be determined by Board of Trustees
34. Painting Services for Acoustic Ceiling Tiles and Bookshelves Plastic Laminate Surfaces  
Presented: Library Director  
Recommendation: Action to be determined by Board of Trustees

ADJOURNMENT

35. Agenda Preparation for the November Regular Meeting which will be held on Monday, November 17, 2008 unless re-scheduled by the Library Board of Trustees.
36. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
37. Adjourn 7:40.

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Wendy Goodson, Administrative Services Manager of Placentia Library District, hereby certify that the Agenda for the October 22, 2008 Unusual Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 15, 2008.



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*Add Calendar  
back in to Board Packet*



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
September 29, 2008**

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Turner and seconded by Trustee Wood to adopt the Agenda as printed.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**ORAL  
COMMUNICATIONS**

No public comment.

**CLOSED SESSION**

No reportable action at this time.

**AGENDA  
PREPARATION**

Agenda Preparation for the October Unusual Board of Trustees Meeting will be held on Wednesday, October 22, 2008 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Placentia Library District for September 29, 2008 adjourned at 6:00 P.M.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL MEETING OF THE BOARD OF TRUSTEES  
September 29, 2008**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 29, 2008 at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

**Members Absent:** None

**Managers Absent:** Administrative Services Manager Wendy Goodson & Public Services Manager Jim Roberts

**Others Present** Placentia City Manager Troy Butzlaff, Placentia Library History Room Volunteers; Pat Irot, Marie Schmidt, Pat Jertberg, Jeanette Gardner, and Library staff, Gary Bell, Larry Cummings and Alexander Hernandez.

**ADOPTION OF AGENDA** It was moved by Secretary DeVecchio and seconded by Trustee Wood to adopt the agenda as presented.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**ORAL COMMUNICATIONS** Placentia Library History Room Volunteer, Pat Irot, shared with the Board that the History Room group is providing local schools with historical photos of prominent Placentia figures. The Board was also provided a brochure of the History Room's past, present and future and requested to provide feedback regarding the information in the brochure.

**CITY MANAGER - INTRODUCTION** City Manager, Troy Butzlaff, discussed his public sector background, potential partnerships with different services between the City and the Library, and potential revenue sources.

**FRIENDS FOUNDATION REPORT** Trustee Turner attended the September 8, 2008 PLFF Board Meeting. The PLFF awarded a \$700 grant for expenses for the Library Grand Re-Opening and approved to establish a \$500 scholarship program. Also, Roger's Business Services, Placentia, is donating administrative services to maintain PLFF bookkeeping duties.

**TRUSTEE REPORTS** President Shkoler reported that he attended the California Special District Association Annual Conference in Irvine from September 22-25, 2008. He represented the Library District in receiving the Special District Risk Management Authority Earl F. Sayre Excellence in Safety Award 2008. He also thanked the library staff for their commitment and hard work to prepare for the Library's Re-opening of September 22, 2008.



Minutes, Placentia Library District Board of Trustees, Unusual Meeting of September 29, 2008, Page 2.

Trustee Wood reported she attended the California Special District Association Annual Conference in Irvine from September 22-25, 2008.

Trustee Turner reported she attended the California Special District Association Annual Conference in Irvine from September 22-25, 2008.

Trustee Escobosa reported she attended the California Special District Association Annual Conference in Irvine from September 22-25, 2008.

**CONSENT  
CALENDAR**

It was moved by Trustee Wood and seconded by Trustee Escobosa approve Agenda Items 8-28:

|          |  |
|----------|--|
| AYES:    | Shkoler, DeVecchio, Escobosa, Turner, Wood |
| NOES:    | None                                       |
| ABSTAIN: | None                                       |
| ABSENT:  | None                                       |

Minutes of the August 18, 2008 Regular Meeting, Special Meeting of the August 21, 2008, and Emergency Meeting of September 18, 2008.

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2007-2008 Cash Flow Analysis through August 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

Financial Reports for August 2008

Office General Ledger & Check Registers for August 2008

Acquisitions Report for August 2008

Entrepreneurial Report for August 2008

Collection Agency Report for August 2008

Gifts Report for August 2008

Building Maintenance for August 2008

Personnel Report for August 2008

Volunteer Report for August 2008

Circulation Report for August 2008

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Minutes, Placentia Library District Board of Trustees, Unusual Meeting of September 29, 2008, Page 3.

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

**STAFF REPORTS**

Director's Report for August 2008

Program Committee Report for August 2008

Children's Services Report for August 2008

Placentia Library Literacy Services Report for August 2008

Reference and Adult Services Report for August 2008

Placentia Library Web & Technology Report for August 2008

**RESTRUCTURE OF ORGANIZATION**

This item is deferred to the Special Meeting of October 15, 2008.

**PASSPORT SERVICES CHANGES IN HOURS**

It was moved by Trustee Turner and seconded by Secretary DeVecchio to reduce Passport Service hours as proposed effective November 1, 2008:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**NOTARY SERVICES DISCONTINUATION**

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to discontinue Notary Services as proposed effective November 1, 2008:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**LIBRARY SERVICES CONSULTANT**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve Joanne Hardy as an temporary non-benefited employee:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

Minutes, Placentia Library District Board of Trustees, Unusual Meeting of September 29, 2008, Page 4.

**LIBRARY SPACE  
UTILIZATION**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve a designated area for a teen room:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve a designated area for the Circulation Library Assistant:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**DISTRICT POLICY  
2040 - SICK LEAVE  
INCENTIVE**

The Board has requested that this item be brought back to the December Board Meeting.

**EMPLOYEE OF THE  
QUARTER  
PROGRAM**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to implement an Employee of the Quarter Program:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**DISTRICT  
CELLULAR PHONE  
PLAN**

It was moved by Trustee Turner and seconded by Trustee Wood to discontinue the District Cellular Phone Plan:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**AGENDA  
PREPARATION**

Agenda Preparation for the October Unusual Meeting will be held on Wednesday, October 22, 2008 at 6:30 P.M.

**ADJOURNMENT**

The Unusual Meeting of the Board of Trustees of the Placentia Library District for September 29, 2008 adjourned at 7:25 P.M.

**NEXT MEETING**

October Unusual Meeting will be held on Wednesday, October 22, 2008 at 6:30P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
October 15, 2008**

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

|                 |  |
|-----------------|--|
| <b>AYES:</b>    | Shkoler, DeVecchio, Escobosa, Turner, Wood |
| <b>NOES:</b>    | None                                       |
| <b>ABSTAIN:</b> | None                                       |
| <b>ABSENT:</b>  | None                                       |

**ORAL  
COMMUNICATIONS**

No public comment.

**CLOSED SESSION**

No reportable action at this time.

**AGENDA  
PREPARATION**

Agenda Preparation for the October Unusual Board of Trustees Meeting will be held on Wednesday, October 22, 2008 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Placentia Library District for October 15, 2008 adjourned at 6:13 P.M.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

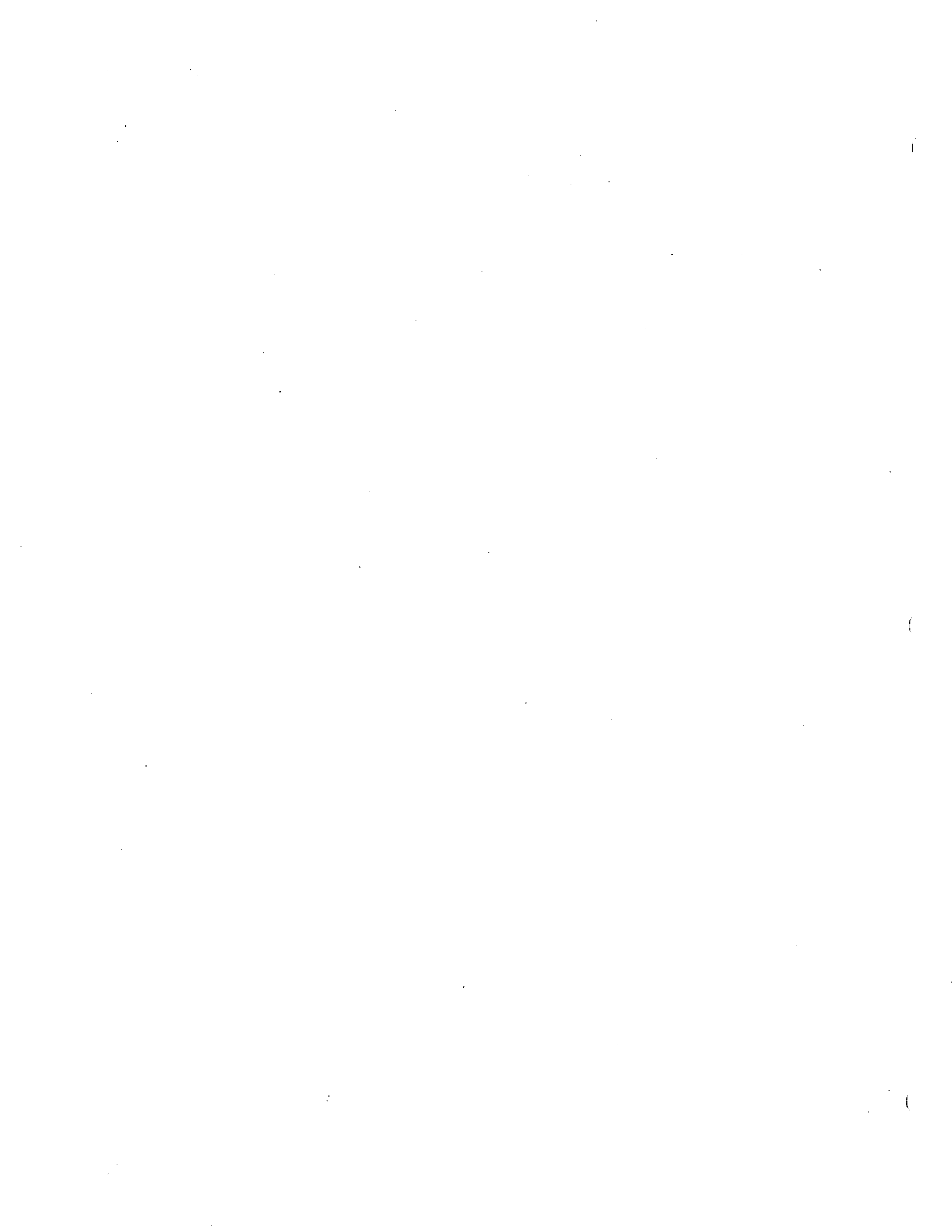
\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
October 22, 2008

| TYPE | REPORT<br>NUMBER | AMOUNT |
|------|------------------|--------|
|------|------------------|--------|

|      |  |  |
|------|--|--|
| None |  |  |
|------|--|--|

|  |       |  |
|--|-------|--|
|  | TOTAL |  |
|--|-------|--|



PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director & Trustees  
 October 22, 2008

|                  | DATE             | CLAIM       | FUND | AMT       |
|------------------|------------------|-------------|------|-----------|
| LIBRARY DIRECTOR |                  |             |      |           |
| FUND 707         | October 2, 2008  | 5155        | 707  | 7,902.12  |
|                  | October 11, 2008 | 5156        | 707  | 10,119.72 |
|                  | October 15, 2008 | 5157        | 707  | 4,129.18  |
|                  | October 15, 2008 | 5158        | 707  | 18,968.58 |
|                  |                  | CLAIM TOTAL |      | 41,119.60 |





PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
October 22, 2008

| TYPE                           | REPORT<br>NUMBER | AMOUNT     |
|--------------------------------|------------------|------------|
| Claims                         | 5159             | 5,922.88   |
|                                | 5160             | 5,285.73   |
|                                | 5161             | 1,606.14   |
| Subtotal for Claims            |                  | 12,814.75  |
| Payroll                        | 11/5/2008        | 55,472.00  |
|                                | 11/19/2008       | 55,472.00  |
| Subtotal for Payroll           |                  | 110,944.00 |
| TOTAL CURRENT CLAIMS & PAYROLL |                  | 123,758.75 |

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

| Payee Name and Address<br>Social Security/Tax ID | APPROVED CLAIMS    |      |                         |                    |             |               | AMOUNT          | A C's Use Only |  |
|--|--------------------|------|-------------------------|--------------------|-------------|---------------|-----------------|----------------|--|
|  | Date/<br>Invoice#  | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Rept<br>Cat | Doc<br>Number |                 | SC             |  |
| X00610-3   | 10-4-08/4008265723 |      | 2400                    | 01                 |             |               | 39.57           |                |  |
| Baker & Taylor Books                             | 9-25-08/4008198882 |      | 2400                    | 01                 |             |               | 690.16          |                |  |
| PO Box 277930                                    | 9-25-08/4008198881 |      | 2400                    | 01                 |             |               | 487.24          |                |  |
| Atlanta GA 30384-7930                            | 9-25-08/4008198880 |      | 2400                    | 01                 |             |               | 19.18           |                |  |
|  | 9-25-08/4008143902 |      | 2400                    | 01                 |             |               | 305.11          |                |  |
|  | 9-25-08/4008143901 |      | 2400                    | 01                 |             |               | 189.11          |                |  |
|  | 9-25-08/4008143900 |      | 2400                    | 01                 |             |               | 33.49           |                |  |
|  | 9-25-08/4008143899 |      | 2400                    | 01                 |             |               | 18.56           |                |  |
|  | 9-25-08/4008143898 |      | 2400                    | 01                 |             |               | 95.17           |                |  |
|  | 9-25-08/4008143897 |      | 2400                    | 01                 |             |               | 91.05           |                |  |
|  | 9-25-08/4008143896 |      | 2400                    | 01                 |             |               | 18.58           |                |  |
|  | 9-24-08/4008195890 |      | 2400                    | 01                 |             |               | 303.71          |                |  |
|  | 9-24-08/4008195889 |      | 2400                    | 01                 |             |               | 51.60           |                |  |
|  | 9-24-08/4008195888 |      | 2400                    | 01                 |             |               | 55.11           |                |  |
|  | 9-24-08/4008195887 |      | 2400                    | 01                 |             |               | 37.13           |                |  |
|  | 9-24-08/4008169093 |      | 2400                    | 01                 |             |               | 13.44           |                |  |
|  | 9-24-08/4008169092 |      | 2400                    | 01                 |             |               | 315.61          |                |  |
|  | 9-24-08/4008169091 |      | 2400                    | 01                 |             |               | 74.05           |                |  |
|  | 9-24-08/4008169090 |      | 2400                    | 01                 |             |               | 19.15           |                |  |
|  | 9-24-08/4008169089 |      | 2400                    | 01                 |             |               | 167.04          |                |  |
|  | 9-24-08/4008169088 |      | 2400                    | 01                 |             |               | 18.56           |                |  |
|  | 9-24-08/4008169087 |      | 2400                    | 01                 |             |               | 20.33           |                |  |
|  | 9-24-08/4008120014 |      | 2400                    | 01                 |             |               | 161.17          |                |  |
|  | 9-24-08/4008120013 |      | 2400                    | 01                 |             |               | 15.78           |                |  |
|  | 9-24-08/4008120012 |      | 2400                    | 01                 |             |               | 134.06          |                |  |
|  | 9-24-08/4008120011 |      | 2400                    | 01                 |             |               | 69.15           |                |  |
|  | 9-24-08/4008120010 |      | 2400                    | 01                 |             |               | 17.01           |                |  |
|  | 9-24-08/4008120009 |      | 2400                    | 01                 |             |               | 16.88           |                |  |
|  | 9-24-08/4008120008 |      | 2400                    | 01                 |             |               | 60.15           |                |  |
|  | 9-24-08/4008120007 |      | 2400                    | 01                 |             |               | 200.08          |                |  |
|  | 9-24-08/4008120006 |      | 2400                    | 01                 |             |               | 18.59           |                |  |
|  | 9-24-08/4008120005 |      | 2400                    | 01                 |             |               | 18.56           |                |  |
|  | 9-24-08/4008120004 |      | 2400                    | 01                 |             |               | 22.04           |                |  |
|  | 9-24-08/4008120003 |      | 2400                    | 01                 |             |               | 56.25           |                |  |
|  | 9-24-08/4008100703 |      | 2400                    | 01                 |             |               | 90.46           |                |  |
|  | 9-24-08/4008100702 |      | 2400                    | 01                 |             |               | 143.29          |                |  |
|  | 9-24-08/4008100701 |      | 2400                    | 01                 |             |               | 17.01           |                |  |
|  | 9-24-08/4008100700 |      | 2400                    | 01                 |             |               | 250.22          |                |  |
|  | 9-24-08/4008100699 |      | 2400                    | 01                 |             |               | 73.07           |                |  |
|  | 9-25-08/4008224070 |      | 2400                    | 01                 |             |               | 41.85           |                |  |
|  | 9-25-08/4008199301 |      | 2400                    | 01                 |             |               | 20.11           |                |  |
|  | 9-25-08/4008134729 |      | 2400                    | 01                 |             |               | 21.40           |                |  |
|  | 9-28-08/4008232145 |      | 2400                    | 01                 |             |               | 156.67          |                |  |
|  | 9-26-08/4008232144 |      | 2400                    | 01                 |             |               | 354.53          |                |  |
|  | 9-26-08/4008232143 |      | 2400                    | 01                 |             |               | 173.82          |                |  |
|  | 9-26-08/4008232142 |      | 2400                    | 01                 |             |               | 19.74           |                |  |
|  | 9-26-08/4008232141 |      | 2400                    | 01                 |             |               | 60.47           |                |  |
|  | 9-26-08/4008232140 |      | 2400                    | 01                 |             |               | 51.92           |                |  |
|  | 9-26-08/4008224052 |      | 2400                    | 01                 |             |               | 29.46           |                |  |
|  | 9-26-08/4008224051 |      | 2400                    | 01                 |             |               | 350.99          |                |  |
|  | 9-26-08/4008224050 |      | 2400                    | 01                 |             |               | 88.82           |                |  |
|  | 9-26-08/4008224049 |      | 2400                    | 01                 |             |               | 18.16           |                |  |
|  | 9-26-08/4008224048 |      | 2400                    | 01                 |             |               | 13.64           |                |  |
|  | 9-26-08/4008224047 |      | 2400                    | 01                 |             |               | 37.70           |                |  |
|  | 9-26-08/4008224046 |      | 2400                    | 01                 |             |               | 56.88           |                |  |
|  |                    |      |                         |                    |             |               | <b>5,922.88</b> |                |  |

The claims listed above (totaling \$5,922.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

5,922.88

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

| Payee Name and Address<br>Social Security/Tax ID   | APPROVED CLAIMS    |      |                         |                    |             |               | AMOUNT   | A C's Use Only |  |
|--|--------------------|------|-------------------------|--------------------|-------------|---------------|----------|----------------|--|
|  | Date/<br>Invoice#  | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Rept<br>Cat | Doc<br>Number |          | SC             |  |
| X00610-3<br>Baker & Taylor Books<br>PO Box 277930<br>Atlanta GA 30384-7930                       | 10-2-08/4008254617 |      | 2400                    | 01                 |             |               | 599.39   |                |  |
|  | 10-2-08/4008254616 |      | 2400                    | 01                 |             |               | 380.46   |                |  |
|  | 10-2-08/4008254615 |      | 2400                    | 01                 |             |               | 33.31    |                |  |
|  | 10-2-08/4008254614 |      | 2400                    | 01                 |             |               | 165.72   |                |  |
|  | 10-2-08/4008254613 |      | 2400                    | 01                 |             |               | 169.26   |                |  |
|  | 10-2-08/4008254612 |      | 2400                    | 01                 |             |               | 280.26   |                |  |
|  | 10-2-08/4008254611 |      | 2400                    | 01                 |             |               | 40.10    |                |  |
|  | 10-2-08/4008254610 |      | 2400                    | 01                 |             |               | 18.59    |                |  |
|  | 10-2-08/4008254609 |      | 2400                    | 01                 |             |               | 37.15    |                |  |
|  | 10-2-08/4008254608 |      | 2400                    | 01                 |             |               | 16.23    |                |  |
|  |                    |      |                         |                    |             | 1,740.47      |          |                |  |
| X00613<br>EBSCO Publishing<br>P.O. Box 562<br>Ipswich, MA 01938                                  | 9-24-08/307450     |      | 2400                    | 04                 |             |               | 55.00    |                |  |
| X00631<br>The Gale Group<br>P.O. Box 95501<br>Chicago, IL 60694-5501                             | 10-8-08/15991110   |      | 2400                    | 01                 |             |               | 30.13    |                |  |
|  | 9-26-08/15976693   |      | 2400                    | 01                 |             |               | 30.99    |                |  |
|  | 9-23-08/15965185   |      | 2400                    | 01                 |             |               | 59.40    |                |  |
|  | 9-26-08/15977392   |      | 2400                    | 01                 |             |               | 56.82    |                |  |
|  | 9-19-08/15954631   |      | 2400                    | 01                 |             |               | 30.13    |                |  |
|  | 9-23-08/15964001   |      | 2400                    | 01                 |             |               | 30.99    |                |  |
|  | 9-8-08/159313685   |      | 2400                    | 01                 |             |               | 28.40    |                |  |
|  | 9-8-08/15930573    |      | 2400                    | 01                 |             |               | 30.99    |                |  |
|  |                    |      |                         |                    |             | 297.85        |          |                |  |
| X02301<br>Recorded Books, LLC<br>P.O. Box 64900<br>Baltimore, MD 21264-4900                      | 9-30-08/4210946    |      | 2400                    | 05                 |             |               | 320.02   |                |  |
|  | 9-11-08/4185079    |      | 2400                    | 05                 |             |               | 293.30   |                |  |
|  |                    |      |                         |                    |             | 613.32        |          |                |  |
| X02768-1<br>Random House<br>Dept 0919 PO Box 120001<br>Dallas TX 75312-0919                      | 10-3-08/1085441104 |      | 2400                    | 05                 |             |               | 62.50    |                |  |
|  | 9-19-08/1085400192 |      | 2400                    | 05                 |             |               | 62.50    |                |  |
|  | 9-26-08/1085430191 |      | 2400                    | 05                 |             |               | 79.74    |                |  |
|  | 9-29-08/1085430190 |      | 2400                    | 05                 |             |               | 113.35   |                |  |
|  | 9-12-08/1085335711 |      | 2400                    | 05                 |             |               | 62.50    |                |  |
|  | 9-8-08/1085314185  |      | 2400                    | 05                 |             |               | 79.74    |                |  |
|  | 9-16-08/1085310475 |      | 2400                    | 05                 |             |               | 178.87   |                |  |
|  |                    |      |                         |                    |             |               | 639.20   |                |  |
| X02802-1<br>BBC Audiobooks America<br>PO Box 414190<br>Boston MA 02241-4190                      | 9-16-08/336223     |      | 2400                    | 05                 |             |               | 44.92    |                |  |
|  | 9-15-08/335897     |      | 2400                    | 05                 |             |               | 438.51   |                |  |
|  |                    |      |                         |                    |             | 483.43        |          |                |  |
| X02898<br>Midwest Tape<br>PO Box 820<br>Holland OH 43528   | 10-8-08/5588989    |      | 2400                    | 02                 |             |               | 78.48    |                |  |
|  | 9-23-08/5575900    |      | 2400                    | 02                 |             |               | 281.78   |                |  |
|  | 10-3-08/5586119    |      | 2400                    | 02                 |             |               | 96.20    |                |  |
|  |                    |      |                         |                    |             | 456.46        |          |                |  |
| X06533<br>Hoang Computer Services<br>6765 Westminster Bl. Ste C-PMB 103<br>Westminster, CA 92683 | 9-30-08/08-00107   |      | 1300                    | 01                 |             |               | 1,000.00 |                |  |

The claims listed above (totaling \$5,285.73) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

5,285.73

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

| Payee Name and Address<br>Social Security/Tax ID  | APPROVED CLAIMS          |      |                         |                    |             |          | A C's Use Only |    |
|---|--------------------------|------|-------------------------|--------------------|-------------|----------|----------------|----|
|   | Date/<br>Invoice#        | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Repl<br>Cat | AMOUNT   | Doc<br>Number  | SC |
| X04307-1<br>Ingram Library Services<br>P.O. Box 502779<br>St. Louis, MO 63150-2779          | 9-23-08/38645086         |      | 2400                    | 01                 |             | 115.42   |                |    |
|   | 9-17-08/38535983         |      | 2400                    | 01                 |             | 178.23   |                |    |
|   | 9-17-08/38535982         |      | 2400                    | 01                 |             | 9.47     |                |    |
|   | 9-16-08/38498176         |      | 2400                    | 01                 |             | 272.76   |                |    |
|   | 9-16-08/38498175         |      | 2400                    | 01                 |             | 11.65    |                |    |
|   | 9-18-08/38582418         |      | 2400                    | 01                 |             | 15.19    |                |    |
|   | 9-23-08/38645087         |      | 2400                    | 01                 |             | 128.63   |                |    |
|   | 9-25-08/38720335         |      | 2400                    | 01                 |             | 30.81    |                |    |
|   | 10-7-08/38918410         |      | 2400                    | 01                 |             | 116.87   |                |    |
|   | 10-7-08/38918411         |      | 2400                    | 01                 |             | 108.21   |                |    |
|   | 10-8-08/38962717         |      | 2400                    | 01                 |             | 11.72    |                |    |
|   | 10-8-08/38962718         |      | 2400                    | 01                 |             | 31.90    |                |    |
|   |                          |      |                         |                    |             | 1,030.86 |                |    |
| X06153<br>Mary Strazdas<br>502 Apache Dr<br>Placentia CA 92870                              | Travel Reimb. Jul-Oct 08 |      | 2600                    | 01                 |             | 12.63    |                |    |
| (need vendor #)<br>JanWay<br>11 Academy Road<br>Cogan Station PA 17728-9300                 | 9-30-08/84791            |      | 1800                    | 00                 |             | 244.21   |                |    |
| (need vendor #)<br>Savance<br>18292 Middlebelt<br>Livonia, MI 48152                         | 10-1-08/2008-101914      |      | 1300                    | 01                 |             | 125.00   |                |    |
| (need vendor #)<br>Distingued Pest Control<br>PO Box 848<br>Atwood, CA 92811                | 8-31-08/4754             |      | 1400                    | 00                 |             | 110.00   |                |    |
| (need vendor #)<br>The McGraw Hill Companies<br>PO Box 894190<br>Los Angeles, CA 90189-4190 | 9-18-08/42841363001      |      | 2400                    | 01                 |             | 83.44    |                |    |

The claims listed above (totaling \$1,606.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,606.14



**County of Orange**  
**ELECTRONIC FUNDS TRANSFER**  
**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 55,472.00 on 11 | 5 | 08

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #10

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641A

| DEPARTMENT'S USE -- COMPLETE IN DETAIL   |      |     |      |   |         |     |         |   |           |          |               | A/C USE   |
|--|------|-----|------|---|---------|-----|---------|---|-----------|----------|---------------|-----------|
| FUND   | AGCY | ORG | ACTV | OBJ                                     | SUB OBJ | REV | SUB REV | JOB NUMBER                                      | REPT CATG | B S ACCT | AMOUNT        | SP CD     |
| 707  | 707  |     |      | 0100                                    | 00      |     |         |   |           |          | 51,588.96     |           |
| 707  | 707  |     |      | 200                                     | 00      |     |         |   |           |          | 3,883.04      |           |
| ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO                 |      |     |      |   |         |     |         |   |           |          | TOTAL PAYMENT | 55,472.00 |
| I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY |      |     |      | EXPENDITURES AUTHORIZED AND APPROVED BY |         |     |         | APPROVED DAVID E. SUNDSTROM, Auditor-Controller |           |          |               |           |
| CLAIMANT   | DATE |     |      | AUTHORIZED SIGNER                       |         |     | DATE    |   |           | DEPUTY   | DATE          |           |

| PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY |   |  |  |
|---|---|--|--|
| <b>Auditor/Controller Approvals:</b>                        |   | <b>Transaction Reference</b>                                 |  |
| <b>Claims &amp; Disbursing:</b>                             |   | Automated Clearing House (CH) _____ Wire Transfer (WT) _____ |  |
| Over Limit:   | \$100,000 (1)    \$500,000 (2)    \$1,000,000 (3) | Automated Clearing House (IC) _____                          |  |
| Claims & Disbursing Manager: _____                          |   | MW Transaction #: _____                                      |  |
| Check Writing: _____  |   | <b>Treasurer-Tax Collector Information</b>                   |  |
| General Ledger Approvals:                                   |   | Released By / Ref # _____                                    |  |
| Cash & Expense Budget:                                      | Date: _____                                       | Wrec: _____  |  |



**County of Orange**  
**ELECTRONIC FUNDS TRANSFER**  
**A/P PAYMENT REQUEST AND TRANSMITTAL**

Email to: Treasurer-Tax Collector cashmgmt@tc.ocgov.com or Fax to: 834-2912

Please Pay \$ 55,472.00 on 11 | 19 | 08

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121042882  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #11

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: N03641A

| DEPARTMENT'S USE -- COMPLETE IN DETAIL   |      |     |      |   |         |     |         |   |           |          |               | A/C USE   |  |  |  |        |  |  |  |      |  |  |  |
|--|------|-----|------|---|---------|-----|---------|---|-----------|----------|---------------|-----------|--|--|--|--------|--|--|--|------|--|--|--|
| FUND   | AGCY | ORG | ACTY | OBJ                                     | SUB OBJ | REV | SUB REV | JOB NUMBER                                      | REPT CATG | B S ACCT | AMOUNT        | SP CD     |  |  |  |        |  |  |  |      |  |  |  |
| 707  | 707  |     |      | 0100                                    | 00      |     |         |   |           |          | 51,588.96     |           |  |  |  |        |  |  |  |      |  |  |  |
| 707  | 707  |     |      | 200                                     | 00      |     |         |   |           |          | 3,883.04      |           |  |  |  |        |  |  |  |      |  |  |  |
| ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO                 |      |     |      |   |         |     |         |   |           |          | TOTAL PAYMENT | 55,472.00 |  |  |  |        |  |  |  |      |  |  |  |
| I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY |      |     |      | EXPENDITURES AUTHORIZED AND APPROVED BY |         |     |         | APPROVED DAVID E. SUNDSTROM, Auditor-Controller |           |          |               |           |  |  |  |        |  |  |  |      |  |  |  |
| CLAIMANT   |      |     |      | DATE                                    |         |     |         | AUTHORIZED SIGNER                               |           |          |               | DATE      |  |  |  | DEPUTY |  |  |  | DATE |  |  |  |

| PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| <u>Auditor/Controller Approvals:</u>                        |  |  |  |  |  | <u>Transaction Reference</u>                                 |  |  |  |  |  |
| <u>Claims &amp; Disbursing:</u>                             |  |  |  |  |  | Automated Clearing House (GH) _____ Wire Transfer (WT) _____ |  |  |  |  |  |
| Over Limit: \$100,000 (1) \$500,000 (2) \$1,000,000 (3)     |  |  |  |  |  | Automated Clearing House (IC) _____                          |  |  |  |  |  |
| Claims & Disbursing Manager: _____                          |  |  |  |  |  | MW Transaction # _____                                       |  |  |  |  |  |
| Check Writing: _____  |  |  |  |  |  | <u>Treasurer-Tax Collector Information</u>                   |  |  |  |  |  |
| <u>General Ledger Approvals:</u>                            |  |  |  |  |  | Released By / Ref # _____                                    |  |  |  |  |  |
| Cash & Expense Budget: _____                                |  |  |  |  |  | Date: _____ Wrac: _____                                      |  |  |  |  |  |

**Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer**

Post-Petition Balances (B/S Account 8010 - Cash)

September 29, 2008

**Fiscal Year 2008-2009**

|                  | Fund 702        | Fund 703    | Fund 706     | Fund 707     | Fund 708       | TOTAL        | TOTAL         |
|------------------|-----------------|-------------|--------------|--------------|----------------|--------------|---------------|
|                  | Maj Equip/Struc | Auto Replac | Bond Redempt | General Fund | Sick Lv Payoff | ALL FUNDS    | EXCL GEN FUND |
| 07/31/08         | 150,895.34      | 11,880.92   | 189,491.56   | 937,880.81   | 11,593.23      | 1,301,741.86 | 363,861.05    |
| 8/31/2008        | 150,529.68      | 11,852.13   | 189,032.37   | 855,424.76   | 11,565.14      | 1,218,404.08 | 362,979.32    |
| 9/30/2008        | 150,882.52      | 11,879.91   | 189,475.47   | 690,320.13   | 11,592.25      | 1,054,150.28 | 363,830.15    |
| 10/31/2008       |                 |             |              |              |                | 0.00         | 0.00          |
| 11/30/2008       |                 |             |              |              |                | 0.00         | 0.00          |
| 12/31/2008       |                 |             |              |              |                | 0.00         | 0.00          |
| 1/31/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| 2/28/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| 3/31/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| 4/30/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| 5/31/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| 6/30/2009        |                 |             |              |              |                | 0.00         | 0.00          |
| Petty Cash       | 0.00            | 0.00        | 0.00         | 10,000.00    | 0.00           | 10,000.00    | 0.00          |
| General Reserves | 0.00            | 0.00        | 0.00         | 0.00         | 0.00           | 0.00         | 0.00          |

**Fiscal Year 2007-2008**

|            | Fund 702        | Fund 703    | Fund 706     | Fund 707     | Fund 708       | TOTAL        | TOTAL         |
|------------|-----------------|-------------|--------------|--------------|----------------|--------------|---------------|
|            | Maj Equip/Struc | Auto Replac | Bond Redempt | General Fund | Sick Lv Payoff | ALL FUNDS    | EXCL GEN FUND |
| 6/30/2007* | 143,300.29      | 11,282.78   | 179,951.58   | 1,099,907.16 | 11,009.55      | 1,445,451.36 | 345,544.20    |
| 7/31/2007  | 143,288.46      | 11,281.85   | 179,936.72   | 1,037,037.44 | 11,008.64      | 1,382,553.11 | 345,515.67    |
| 8/31/2007  | 144,541.01      | 11,380.47   | 181,509.63   | 850,500.39   | 11,104.87      | 1,199,036.37 | 348,535.98    |
| 9/30/2007  | 144,528.71      | 11,379.50   | 181,494.19   | 706,518.63   | 11,103.93      | 1,055,024.96 | 348,506.33    |
| 10/31/2007 | 145,803.61      | 11,479.88   | 183,095.17   | 614,387.66   | 11,201.88      | 965,968.20   | 351,580.54    |
| 11/30/2007 | 145,791.21      | 11,478.90   | 173,079.60   | 640,461.89   | 11,200.93      | 982,012.53   | 341,550.64    |
| 12/31/2007 | 147,059.93      | 11,578.79   | 184,672.81   | 1,175,090.44 | 11,298.40      | 1,529,700.37 | 354,609.93    |
| 1/31/2008  | 147,693.04      | 11,628.79   | 185,470.20   | 1,080,418.86 | 11,347.19      | 1,436,558.08 | 356,139.22    |
| 2/28/2008  | 148,303.62      | 11,676.86   | 186,236.95   | 984,004.71   | 11,394.11      | 1,341,616.25 | 357,611.54    |
| 3/31/2008  | 148,883.14      | 11,722.49   | 186,964.69   | 893,158.90   | 11,438.63      | 1,252,167.85 | 359,008.95    |
| 5/30/2008  | 149,359.77      | 11,760.01   | 187,563.23   | 1,368,667.43 | 11,475.25      | 1,728,825.69 | 360,158.26    |
| 6/15/2008  | 149,810.27      | 11,795.48   | 188,128.96   | 1,291,076.16 | 11,509.87      | 1,652,320.74 | 361,244.58    |
| 6/30/2008  | 150,180.09      | 11,824.60   | 188,593.36   | 932,562.29   | 11,538.28      | 1,294,698.62 | 362,136.33    |





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Treasurer's Reports for September 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** October 22, 2008

**Summary of Cash and Investments as of September 30, 2008**

|  |            |
|--|------------|
| Cash with Orange County Treasurer Fund 702       | 150,882.52 |
| Cash with Orange County Treasurer Fund 703       | 11,879.91  |
| Cash with Orange County Treasurer Fund 706       | 189,475.47 |
| Cash with Orange County Treasurer Fund 707       | 690320.13  |
| Cash with Orange County Treasurer Fund 708       | 11,592.25  |
| County Exempt Checking -- Bank of the West       | 10,326.68  |
| County Exempt Savings -- Bank of the West        | 11,071.45  |
| General Fund Checking -- Bank of the West        | 9,867.53   |
| General Fund Savings -- Bank of the West         | 4,883.31   |
| Literacy Fund Savings -- Bank of the West        | 14,339.93  |
| Payroll Checking -- Wells Fargo Bank             | 138,896.09 |
| Payroll Emergency CD -- California National Bank | 23,624.58  |

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is May 27, 2009.

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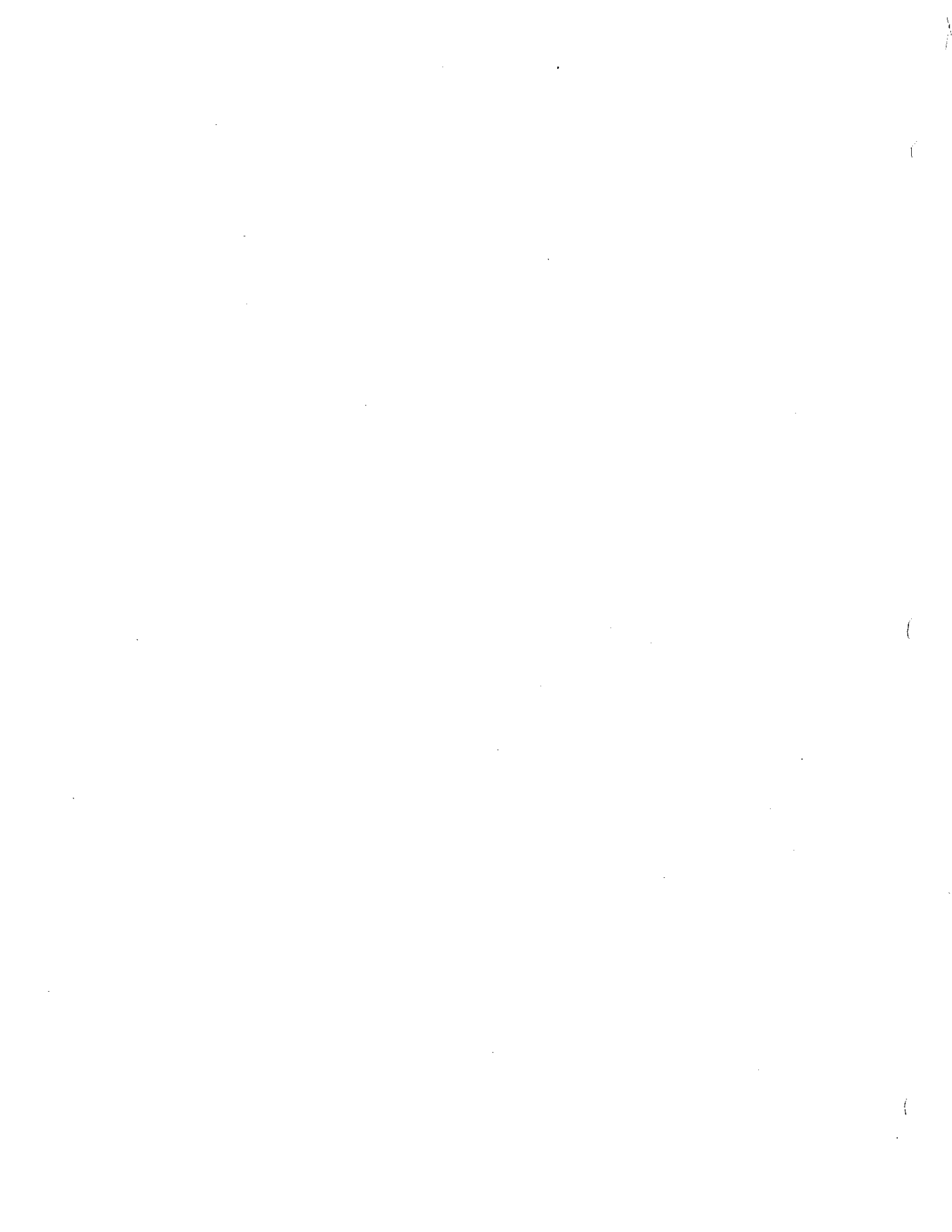
Jeanette Contreras  
Library Director



10:13 AM  
 10/18/08  
 Accrual Basis

**Placentia Library District  
 Balance Sheet  
 As of September 30, 2008**

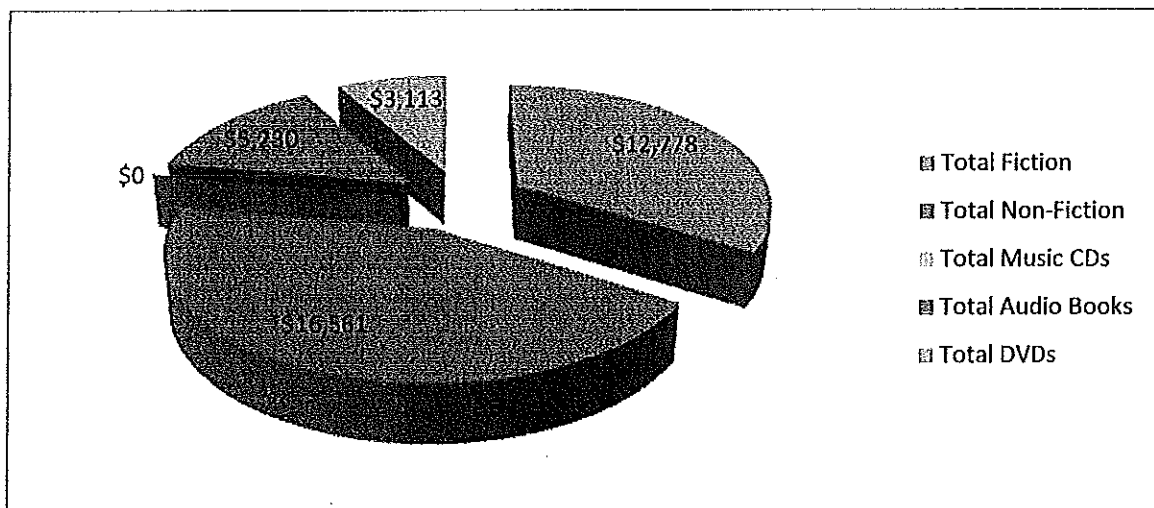
|  | <u>Sep 30, 08</u>          |
|--|----------------------------|
| <b>ASSETS</b>                          |                            |
| <b>Current Assets</b>                  |                            |
| Checking/Savings                       |                            |
| County Exempt - Checking               | 10,326.68                  |
| County Exempt - Savings                | 11,071.45                  |
| General Fund - Checking                | 9,867.53                   |
| General Fund - Savings                 | 4,883.31                   |
| Literacy Fund - Savings                | 14,339.93                  |
| Payroll Checking - Wells Fargo         | 138,896.09                 |
| Payroll Checking (CDs)<br>0028205665   | <u>23,624.58</u>           |
| <b>Total Payroll Checking (CDs)</b>    | <u>23,624.58</u>           |
| <b>Total Checking/Savings</b>          | <u>213,009.57</u>          |
| <b>Total Current Assets</b>            | <u>213,009.57</u>          |
| <b>Fixed Assets</b>                    |                            |
| Building and Improvements              | 2,029,651.00               |
| Equipment and Furniture                | 626,490.00                 |
| Land                                   | 81,498.00                  |
| xAccum Depr Bldg Impr                  | -914,597.00                |
| xxAccum Depr Equip Furn                | <u>-584,086.00</u>         |
| <b>Total Fixed Assets</b>              | <u>1,238,956.00</u>        |
| <b>TOTAL ASSETS</b>                    | <u><u>1,451,965.57</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |
| <b>Liabilities</b>                     |                            |
| <b>Current Liabilities</b>             |                            |
| Other Current Liabilities              |                            |
| Curr Portion capital lease             | 20,231.00                  |
| Curr Portion La Salle                  | 94,952.00                  |
| Union Dues Payable                     | <u>1,496.00</u>            |
| <b>Total Other Current Liabilities</b> | <u>116,679.00</u>          |
| <b>Total Current Liabilities</b>       | 116,679.00                 |
| <b>Long Term Liabilities</b>           |                            |
| Capital lease payable                  | 147,971.62                 |
| LaSalle renovatio lease                | <u>144,932.12</u>          |
| <b>Total Long Term Liabilities</b>     | <u>292,903.74</u>          |
| <b>Total Liabilities</b>               | 409,582.74                 |
| <b>Equity</b>                          |                            |
| GF 707 Lease payments/loan             | 72,448.09                  |
| Investment in capital assets           | 825,653.00                 |
| Retained Earnings                      | 3,113.44                   |
| Total Capital                          | 68,737.80                  |
| Net Income                             | <u>72,430.50</u>           |
| <b>Total Equity</b>                    | <u>1,042,382.83</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><u>1,451,965.57</u></u> |



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF SEPT. 2008

|                        | <u>Amount</u>   | <u>Titles</u> | <u>Volumes</u> |
|------------------------|-----------------|---------------|----------------|
| Total Fiction          | \$12,778        | 719           | 1,023          |
| Total Non-Fiction      | \$16,561        | 413           | 417            |
| Total Music CDs        | \$0             | 0             | 0              |
| Total Audio Books      | \$5,230         | 69            | 67             |
| <u>Total DVDs</u>      | <u>\$3,113</u>  | <u>97</u>     | <u>105</u>     |
| <b>TOTAL MATERIALS</b> | <b>\$37,682</b> | <b>926</b>    | <b>1,612</b>   |

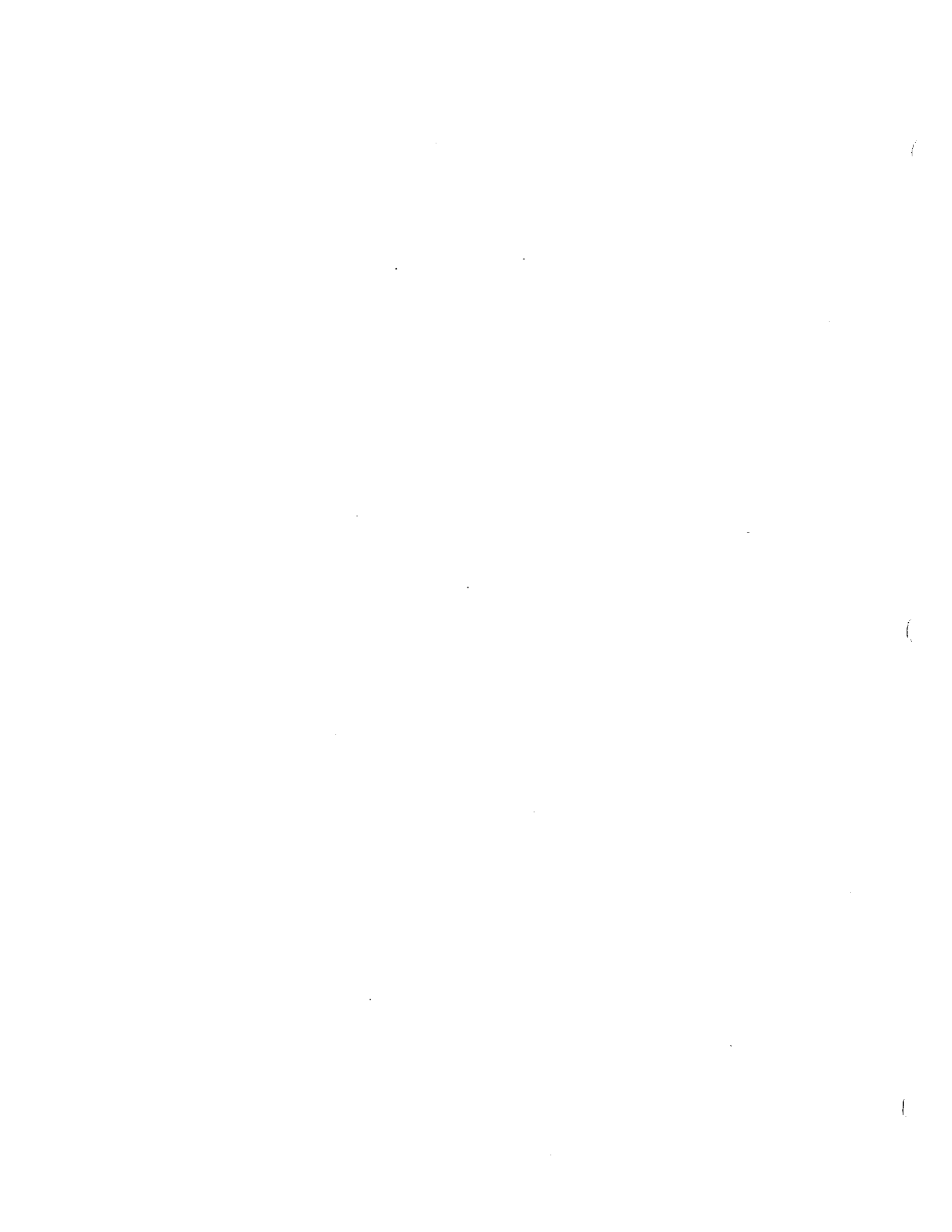


In addition to the items above, items totaling \$18,212 are currently on order.



Entrepenurial Activities Report  
Net Revenue Summary  
September-08

|                 | Sep-08          | Sep-07           | YTD<br>2008-2009 | YTD<br>2007-2008 |
|-----------------|-----------------|------------------|------------------|------------------|
| Passport        | 1,574.57        | 13,224.05        | 9,001.15         | 35,943.84        |
| Passport Photos | 60.00           | 1,790.00         | 1,500.00         | 5,520.00         |
| Notary Public   | 20.00           | 320.00           | 212.50           | 990.00           |
| Test Proctor    | 30.00           | 30.00            | 210.00           | 507.30           |
| <b>Total</b>    | <b>1,684.57</b> | <b>15,364.05</b> | <b>10,923.65</b> | <b>42,961.14</b> |





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Wendy Goodson, Administrative Services Manager  
**SUBJECT:** Personnel Report for September 2008  
**DATE:** October 22, 2008

**RESIGNATIONS:**

Sheyenne Baker: Library Clerk II (P/T). Effective September 15, 2008.  
Hilda Rivera: Library Assistant, Literacy (P/T). Effective September 23, 2008.

**RETIREMENT:**

James, Roberts, Public Services Manager. Effective October 1, 2008.

**APPOINTMENTS:**

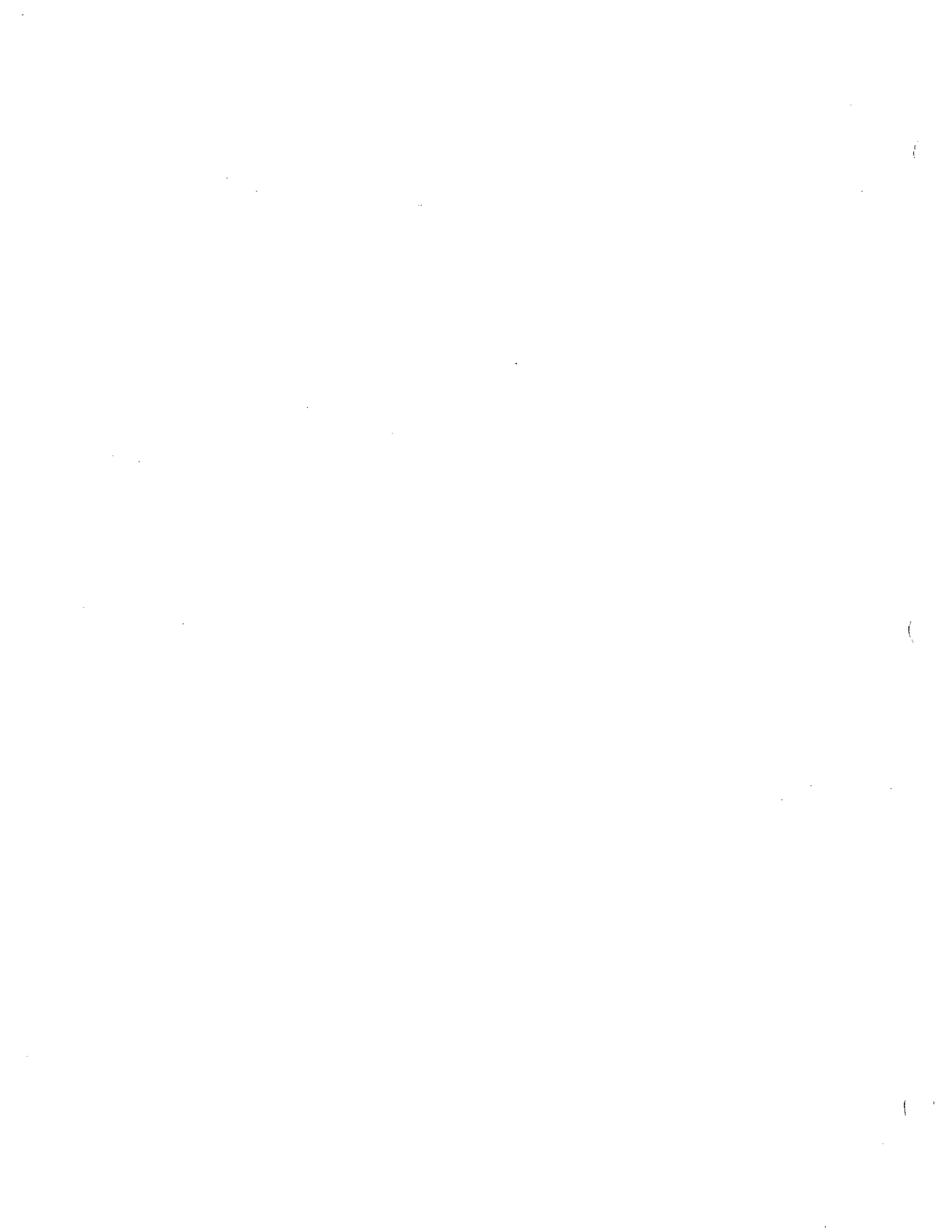
None

**OPEN POSITIONS:**

Public Services Manager (F/T)  
Library Assistant, Literacy (P/T)  
Library Clerk II (P/T)

**WORKERS' COMPENSATION LEAVE:**

None



TO: Jeanette Contreras, Library Director

FROM: Yesenia Gomez

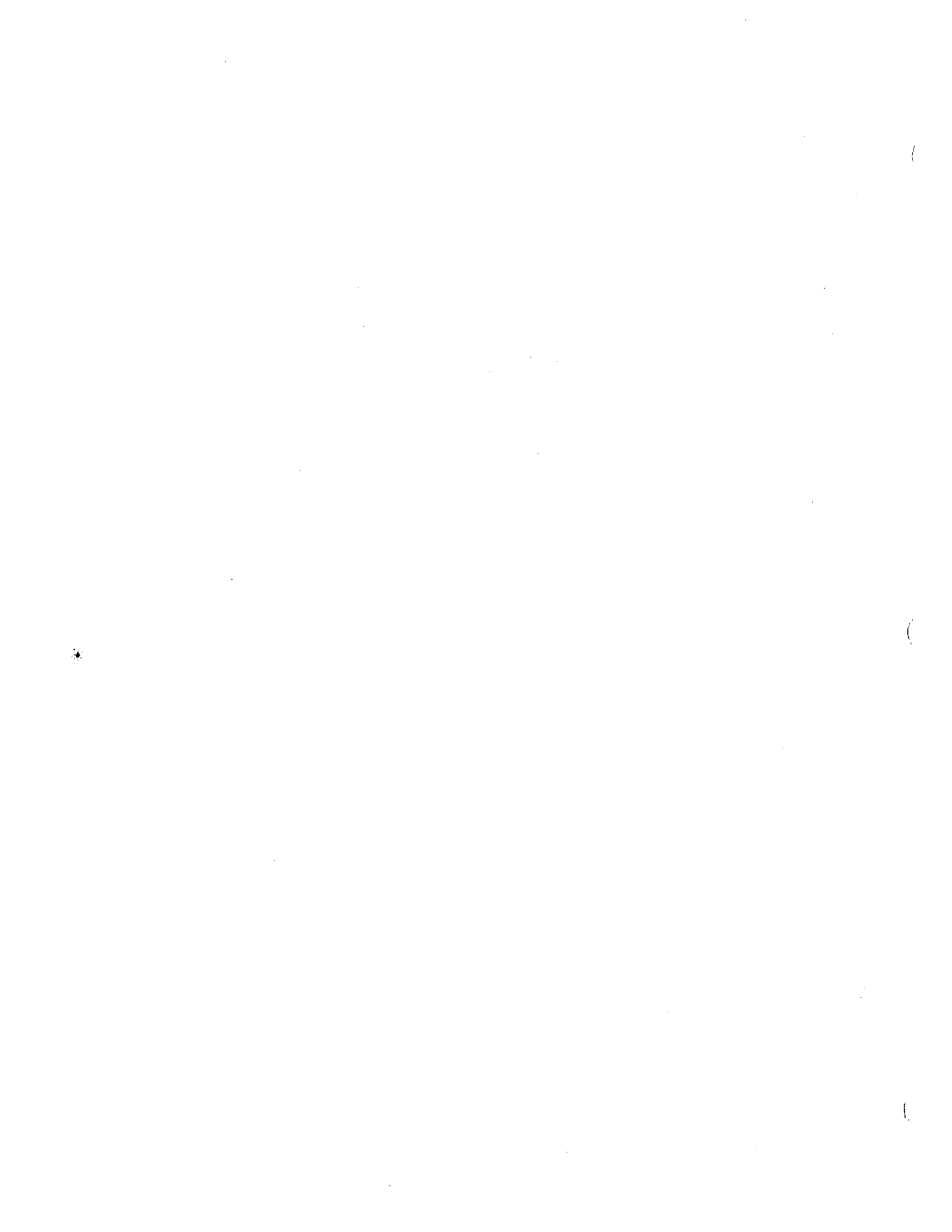
**Volunteer Report for September 2008**

REGULAR VOLUNTEERS are committed to an on-going program each week.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

**Regular/Temp.Volunteers Hours**

|              | FY 08/09      |
|--------------|---------------|
| July         | 165.00        |
| August       | 58.00         |
| September    | 297.75        |
| October      |               |
| November     |               |
| December     |               |
| January      |               |
| February     |               |
| March        |               |
| April        |               |
| May          |               |
| June         |               |
| <b>TOTAL</b> | <b>520.75</b> |



|                    |  | <b>Passport Sign In</b> |               |                | <b>September 21-27, 2008</b> |                 |                 |              |
|--------------------|--|-------------------------|---------------|----------------|------------------------------|-----------------|-----------------|--------------|
|                    |  | <b>Sunday</b>           | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b>             | <b>Thursday</b> | <b>Saturday</b> | <b>Total</b> |
| 9:00               |  |                         | 0             | 0              | 0                            | 0               | 2               | 2            |
| 10:00              |  |                         | 0             | 0              | 0                            | 0               | 1               | 1            |
| 11:00              |  |                         | 1             | 0              | 1                            | 0               | 4               | 6            |
| 12:00              |  |                         | 1             | 3              | 0                            | 0               | 5               | 9            |
| 1:00               |  |                         | 1             | 1              | 0                            | 1               | 5               | 8            |
| 2:00               |  |                         | 0             | 0              | 0                            | 1               | 7               | 8            |
| 3:00               |  |                         | 0             | 0              | 0                            | 1               | 1               | 2            |
| 4:00               |  |                         | 0             | 1              | 0                            | 2               | 4               | 7            |
| 5:00               |  |                         | 0             | 0              | 0                            | 0               | 0               | 0            |
| 6:00               |  |                         | 0             | 0              | 0                            | 2               | 0               | 2            |
| 7:00               |  |                         | 1             | 0              | 0                            | 1               | 0               | 2            |
| 8:00               |  |                         | 0             | 0              | 0                            | 2               | 0               | 2            |
| <b>Grand Total</b> |  |                         | 4             | 5              | 1                            | 10              | 29              | 49           |

|                    |  | <b>Passport Sign In</b> |                  |                | <b>September 28-October 4, 2008</b> |                 |                 |                  |
|--------------------|--|-------------------------|------------------|----------------|-------------------------------------|-----------------|-----------------|------------------|
|                    |  | <b>Sunday</b>           | <b>Monday</b>    | <b>Tuesday</b> | <b>Wednesday</b>                    | <b>Thursday</b> | <b>Saturday</b> | <b>Total</b>     |
| 9:00               |  | 0                       | 1                | 0              | 0                                   | 0               | 0               | 1                |
| 10:00              |  | 0                       | 0                | 0              | 1                                   | 0               | 0               | 1                |
| 11:00              |  | 0                       | 0                | 0              | 1                                   | 1               | 3               | 5                |
| 12:00              |  | 0                       | 1                | 0              | 0                                   | 0               | 0               | 1                |
| 1:00               |  | 9                       | 0                | 1              | 0                                   | 0               | 3               | 13               |
| 2:00               |  | 3                       | 0                | 0              | 0                                   | 1               | 2               | 6                |
| 3:00               |  | 3                       | 2                | 0              | 0                                   | 1               | 0               | 6                |
| 4:00               |  | 2                       | 6                | 0              | 0                                   | 0               | 0               | 8                |
| 5:00               |  | 0                       | 2                | 2              | 0                                   | 0               | 0               | 4                |
| 6:00               |  | 0                       | 1                | 2              | 0                                   | 0               | 0               | 3                |
| 7:00               |  | 0                       | 0                | 0              | 0                                   | 1               | 0               | 1                |
| 8:00               |  | 0                       | 1                | 0              | 0                                   | 0               | 0               | 1                |
| <b>Grand Total</b> |  | 17                      | 14 <sup>13</sup> | 5              | 2                                   | 4               | 8               | 50 <sup>49</sup> |

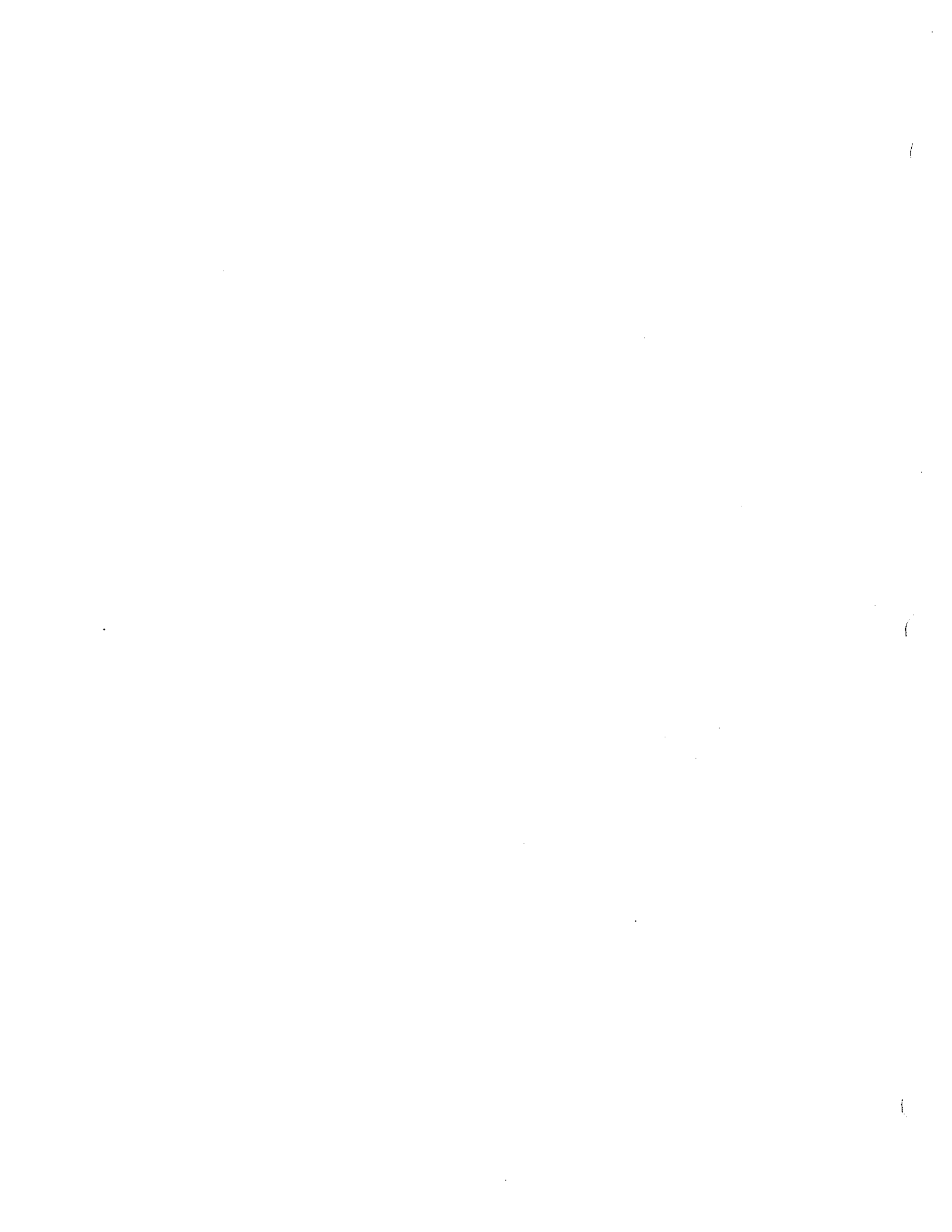
|                    |  | <b>Passport Sign In</b> |               |                | <b>October 5-11, 2008</b> |                 |                 |              |
|--------------------|--|-------------------------|---------------|----------------|---------------------------|-----------------|-----------------|--------------|
|                    |  | <b>Sunday</b>           | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b>          | <b>Thursday</b> | <b>Saturday</b> | <b>Total</b> |
| 9:00               |  | 0                       | 0             | 0              | 0                         | 0               | 0               | 0            |
| 10:00              |  | 0                       | 0             | 1              | 0                         | 4               | 3               | 8            |
| 11:00              |  | 0                       | 0             | 1              | 1                         | 0               | 0               | 2            |
| 12:00              |  | 0                       | 0             | 0              | 1                         | 0               | 14              | 15           |
| 1:00               |  | 13                      | 0             | 1              | 1                         | 3               | 5               | 23           |
| 2:00               |  | 0                       | 0             | 0              | 2                         | 2               | 4               | 8            |
| 3:00               |  | 0                       | 0             | 1              | 0                         | 2               | 6               | 9            |
| 4:00               |  | 0                       | 1             | 0              | 0                         | 1               | 0               | 2            |
| 5:00               |  | 0                       | 5             | 0              | 4                         | 5               | 0               | 14           |
| 6:00               |  | 0                       | 0             | 2              | 0                         | 3               | 0               | 5            |
| 7:00               |  | 0                       | 0             | 0              | 0                         | 1               | 0               | 1            |
| 8:00               |  | 0                       | 0             | 0              | 0                         | 0               | 0               | 0            |
| <b>Grand Total</b> |  | 13                      | 6             | 6              | 9                         | 21              | 32              | 87           |

| <b>Patron Count</b>          |            |             |             |             |             |             |              |              |                    |
|------------------------------|------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------------|
| <b>September 21-27, 2008</b> |            |             |             |             |             |             |              |              |                    |
|                              | Sun        | Mon         | Tues        | Wed         | Thur        | Sat         | Total        | Total div 2  |                    |
| 9:00                         |            | 0           | 157         | 63          | 81          | 350         | 651          | 326          |                    |
| 10:00                        |            | 0           | 63          | 76          | 82          | 191         | 412          | 206          |                    |
| 11:00                        |            | 63          | 49          | 79          | 118         | 89          | 402          | 210          |                    |
| 12:00                        |            | 61          | 109         | 73          | 83          | 219         | 545          | 273          |                    |
| 1:00                         |            | 120         | 108         | 106         | 125         | 145         | 604          | 302          |                    |
| 2:00                         |            | 492         | 90          | 122         | 124         | 185         | 1013         | 507          |                    |
| 3:00                         |            | 226         | 212         | 203         | 235         | 216         | 1092         | 546          |                    |
| 4:00                         |            | 0           | 190         | 242         | 186         | 175         | 983          | 492          |                    |
| 5:00                         |            | 576         | 206         | 121         | 287         | 0           | 1662         | 831          |                    |
| 6:00                         |            | 64          | 123         | 175         | 120         | 0           | 479          | 240          |                    |
| 7:00                         |            | 170         | 107         | 94          | 186         | 0           | 557          | 279          |                    |
| 8:00                         |            | 125         | 170         | 93          | 107         | 0           | 495          | 248          |                    |
| <b>Grand Total</b>           |            | <b>2058</b> | <b>1480</b> | <b>1465</b> | <b>2003</b> | <b>1692</b> | <b>8698</b>  | <b>4349</b>  |                    |
| <b>Patron Count</b>          |            |             |             |             |             |             |              |              |                    |
| <b>Sept 28-Oct 4, 2008</b>   |            |             |             |             |             |             |              |              |                    |
|                              | Sun        | Mon         | Tues        | Wed         | Thur        | Sat         | Total        | Total div 2  | Wed was grand open |
| 9:00                         | 0          | 126         | 78          | 417         | 70          | 91          | 781          | 391          |                    |
| 10:00                        | 0          | 73          | 106         | 199         | 108         | 103         | 589          | 295          |                    |
| 11:00                        | 0          | 85          | 172         | 63          | 96          | 244         | 660          | 330          |                    |
| 12:00                        | 0          | 100         | 114         | 116         | 62          | 120         | 512          | 256          |                    |
| 1:00                         | 472        | 117         | 196         | 135         | 114         | 128         | 690          | 345          |                    |
| 2:00                         | 170        | 199         | 47          | 233         | 111         | 177         | 937          | 469          |                    |
| 3:00                         | 208        | 261         | 262         | 312         | 270         | 225         | 1538         | 769          |                    |
| 4:00                         | 224        | 319         | 162         | 57          | 247         | 212         | 1221         | 611          |                    |
| 5:00                         | 0          | 310         | 173         | 273         | 182         | 255         | 1319         | 660          |                    |
| 6:00                         | 0          | 490         | 302         | 184         | 190         | 0           | 1166         | 583          |                    |
| 7:00                         | 0          | 182         | 75          | 124         | 166         | 0           | 547          | 274          |                    |
| 8:00                         | 0          | 194         | 50          | 165         | 72          | 0           | 481          | 241          |                    |
| <b>Grand Total</b>           | <b>728</b> | <b>2408</b> | <b>2076</b> | <b>1947</b> | <b>1630</b> | <b>1464</b> | <b>10253</b> | <b>5,127</b> |                    |
| <b>Patron Count</b>          |            |             |             |             |             |             |              |              |                    |
| <b>October 5-11, 2008</b>    |            |             |             |             |             |             |              |              |                    |
|                              | Sun        | Mon         | Tue         | Wed         | Thur        | Sat         | Total        | Total div 2  |                    |
| 9:00                         | 0          | 70          | 89          | 66          | 95          | 72          | 392          | 196          |                    |
| 10:00                        | 0          | 93          | 125         | 50          | 108         | 95          | 471          | 236          |                    |
| 11:00                        | 0          | 100         | 125         | 96          | 123         | 165         | 609          | 305          |                    |
| 12:00                        | 0          | 82          | 85          | 87          | 69          | 177         | 500          | 250          |                    |
| 1:00                         | 217        | 83          | 120         | 254         | 256         | 58          | 988          | 494          |                    |
| 2:00                         | 226        | 135         | 217         | 561         | 123         | 422         | 1684         | 842          |                    |
| 3:00                         | 155        | 234         | 217         | 0           | 178         | 0           | 784          | 392          |                    |
| 4:00                         | 179        | 251         | 219         | 0           | 563         | 166         | 1378         | 689          |                    |
| 5:00                         | 0          | 249         | 152         | 242         | 0           | 0           | 765          | 383          |                    |
| 6:00                         | 0          | 252         | 170         | 187         | 205         | 0           | 814          | 407          |                    |
| 7:00                         | 0          | 222         | 114         | 218         | 146         | 0           | 700          | 350          |                    |
| 8:00                         | 0          | 150         | 114         | 117         | 107         | 0           | 488          | 244          |                    |
| <b>Grand Total</b>           | <b>777</b> | <b>1969</b> | <b>1769</b> | <b>1878</b> | <b>1973</b> | <b>1155</b> | <b>9521</b>  | <b>4761</b>  |                    |

**PLACENTIA LIBRARY DISTRICT**  
**Circulation Report – August 2008**

|                              | Sep-08. | Sep-07 | Y-T-D<br>2008-9 | Y-T-D<br>2007-8 | Y-T-D<br>% change |
|------------------------------|---------|--------|-----------------|-----------------|-------------------|
| NEW PATRON REGISTRATIONS     | 166     | 340    | 578             | 905             | -56.6%            |
| TOTAL CIRCULATION            | 4,936   | 19,825 | 31,065          | 66,122          | -112.9%           |
| TOTAL ACTIVE BORROWERS *     | 5,091   | 19,801 | 48555           | 65955           | -35.8%            |
| TOTAL REGISTERED BORROWERS * | 36,911  | 33,741 | 110766          | 100316          | 9.4%              |
| ATTENDANCE                   | 13,910  | 51,030 | 62,155          | 155,298         | -149.9%           |

\* Active borrowers have used the Library this month  
Registered borrowers have used the Library within the past 12 months



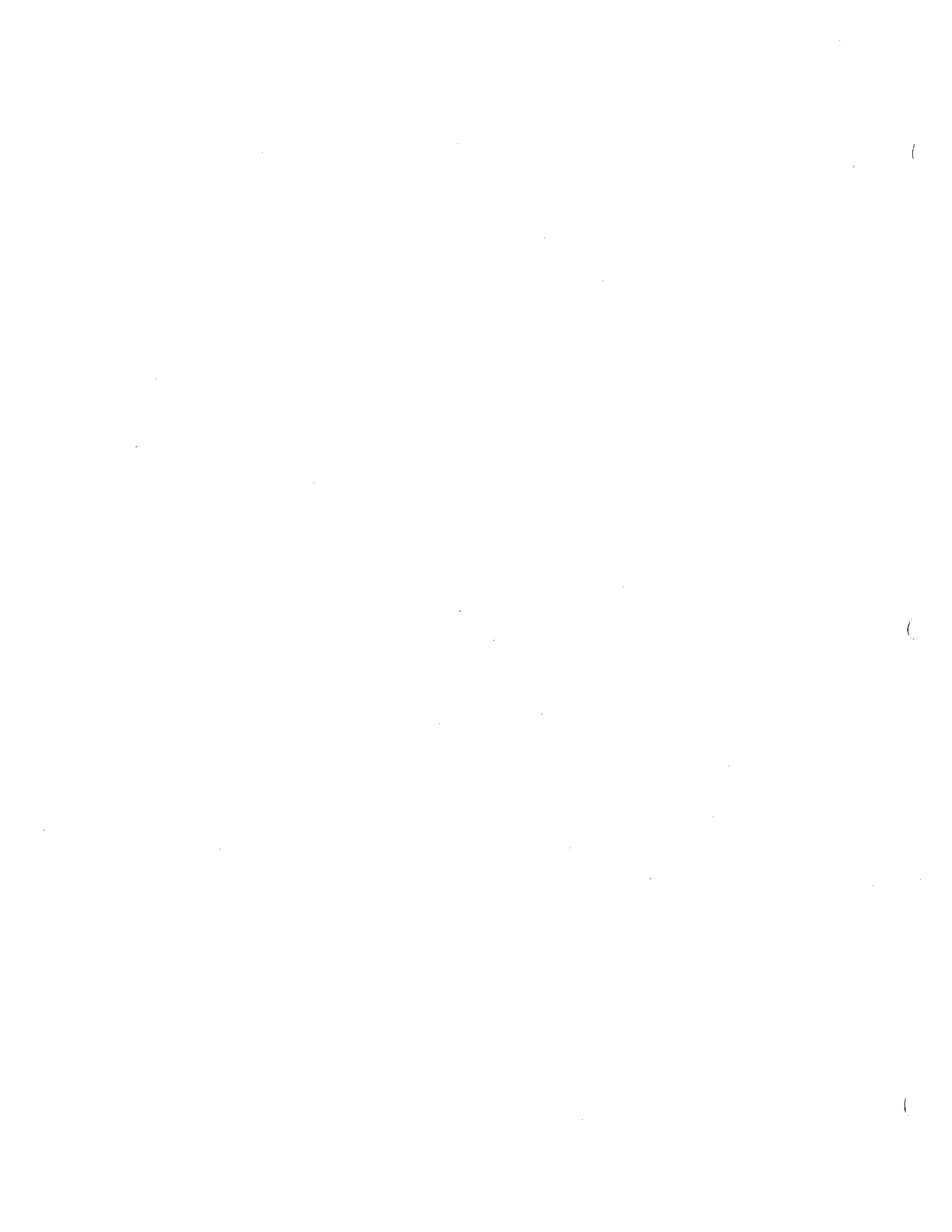


CITY OF PLACENTIA INVOICES

| PERIOD COVERED<br>FY2008-2009 | DATE INVOICE | S. CA<br>EDISON | TURF | GROUNDS | MAINT/<br>REPAIRS | CIV CTR<br>SEISMIC | IRRIGATION<br>CONTROL | TOTAL  |
|-------------------------------|--------------|-----------------|------|---------|-------------------|--------------------|-----------------------|--------|
| Jul-08                        | *            |                 |      |         | 107.50            |                    |                       | 107.50 |
| Aug-08                        | *            |                 |      |         |                   |                    |                       | 0.00   |
| Sep-08                        | *            |                 |      |         |                   |                    |                       | 0.00   |
| Oct-08                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Nov-08                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Dec-08                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Jan-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Feb-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Mar-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Apr-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| May-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| Jun-09                        |              |                 |      |         |                   |                    |                       | 0.00   |
| <b>TOTAL</b>                  |              | 0.00            | 0.00 | 0.00    | 107.50            | 0.00               | 0.00                  | 107.50 |
| <b>AVG</b>                    |              | 0.00            | 0.00 | 0.00    | 107.50            | 0.00               | 0.00                  | 21.50  |

\* City Billing Not Received

| PERIOD COVERED<br>FY2007-2008 | DATE INVOICE | S. CA<br>EDISON | TURF      | GROUNDS  | MAINT/<br>REPAIRS | CIV CTR<br>SEISMIC | IRRIGATION<br>CONTROL | TOTAL     |
|-------------------------------|--------------|-----------------|-----------|----------|-------------------|--------------------|-----------------------|-----------|
| Jul-07                        | 07/23/07     | 5,584.05        | 1,150.57  | 136.67   | 645.55            | 0.00               | 0.00                  | 7,516.84  |
| Aug-07                        | 08/22/07     | 7,054.77        | 1,440.22  | 136.67   | 117.20            | 0.00               | 0.00                  | 8,748.86  |
| Sep-07                        | 10/02/07     | 7,492.80        | 2,316.02  | 145.15   | 107.50            | 0.00               | 15.06                 | 10,076.53 |
| Oct-07                        | 11/19/07     | 7,016.46        | 1,150.57  | 145.15   | 107.50            | 0.00               | 0.00                  | 8,419.68  |
| Nov-07                        | 11/19/07     | 5,287.29        | 1,186.18  | 145.15   | 107.50            | 0.00               | 0.00                  | 6,726.12  |
| Dec-07                        | 02/13/08     | 4,198.61        | 1,150.57  | 145.15   | 107.50            | 0.00               | 7.98                  | 5,609.81  |
| Jan-08                        | 02/13/08     | 3,118.39        | 1,150.57  | 145.15   | 137.50            | 0.00               | 7.84                  | 4,559.45  |
| Feb-08                        | 02/13/08     | 3,438.09        | 1,150.57  | 145.45   | 1,218.91          | 0.00               | 7.82                  | 5,960.84  |
| Mar-08                        | 04/01/08     | 3,757.21        | 1,150.57  | 145.15   | 107.50            | 0.00               | 7.82                  | 5,168.25  |
| Apr-08                        | 10/15/08     | 3,894.06        | 1,150.57  | 145.15   | 107.50            | 0.00               | 7.84                  | 5,305.12  |
| May-08                        | 10/15/08     | 4,063.65        | 1,150.57  | 145.15   | 107.50            | 0.00               | 0.00                  | 5,466.87  |
| Jun-08                        | 10/15/08     | 6,607.52        | 1,150.57  | 145.15   | 107.50            | 0.00               | 0.00                  | 8,010.74  |
| <b>TOTAL</b>                  |              | 61,512.90       | 15,297.55 | 1,725.14 | 2,979.16          | 0.00               | 54.36                 | 81,569.11 |
| <b>AVG</b>                    |              | 5,126.08        | 1,274.80  | 143.76   | 248.26            | 0.00               | 4.53                  | 6,797.43  |



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Wendy Goodson, Administrative Services Manager  
**SUBJECT:** Partnerships With Community Organizations for September 2008  
**DATE:** October 22, 2008

There is no activity to report for the month of September 2008.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Wendy Goodson, Administrative Services Manager  
**SUBJECT:** Active Grant Applications for September 2008  
**DATE:** October 22, 2008

There is no activity to report for the month of September 2008.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** 2007-2008 California Public Library Survey for Placentia Library District,  
as transmitted to the California State Library on September 29, 2008  
**DATE:** October 22, 2008

**BACKGROUND**

Attached is a copy of the Library's annual report to the State Library of California for Fiscal Year 2007-2008.

The report was submitted to the State Library on September 29, 2008. Filing this report by the stipulated deadline is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

**RECOMMENDATION**

Receive & File.





# Placentia Dist

## 2007-08 California Public Library Survey

|  | CURRENT YEAR                    | PREVIOUS YEAR                |
|--|---------------------------------|------------------------------|
| <b>Directory Update #1-51</b>  |                                 |                              |
| THE FIELDS BELOW ARE FOR CSL USE ONLY  |                                 |                              |
| 1 LIBRARY_ID   | M692                            | M692                         |
| 2 FSCS_ID  | CA0096                          | CA0096                       |
| 3 Short_Name   | Placentia Dist                  | Placentia Dist               |
| 4 Name   | Placentia Library District      | Placentia Library District   |
| Director<br>(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank) |                                 |                              |
| 5 Courtesy Title (Ms., Mr., Dr.)   | Ms.                             | Ms.                          |
| 6 First Name   | Jeanette                        | Elizabeth                    |
| 7 Middle Name or Initial (only if used)  | T                               | D.                           |
| 8 Last Name  | Contreras                       | Minter                       |
| 9 Title  | Library Director                | Library Director             |
| 10 Street Address (Only major changes)   | 411 E. Chapman Ave.             | 411 E. Chapman Ave.          |
| 11 City  | Placentia                       | Placentia                    |
| 12 Zip   | 92870                           | 92870                        |
| 13 Zip4  | 6198                            | 6198                         |
| 14 Mailing Address (repeat street address if same)                                 | 411 E. Chapman Ave.             | 411 E. Chapman Ave.          |
| 15 Mail City   | Placentia                       | Placentia                    |
| 16 Mail Zip  | 92870                           | 92870                        |
| 17 Mail Zip4   | 6198                            | 6198                         |
| 18 Public Phone Number- Administration   | (714) 528-1925                  | (714) 528-1925               |
| 19 Reference Phone Number  | (714) 528-1906                  | (714) 528-1906               |
| 20 FAX   | (714) 528-8236                  | (714) 528-8236               |
| 21 TDD for Deaf.   | N/A                             | N/A                          |
| 22 Library Director's Email address  | jcontreras@placentialibrary.org | eminter@placentialibrary.org |

|    |  |   |   |
|----|--|---|---|
| 23 | Library's Public Email address                                 | administration@placentialibrary.org                       | administration@placentialibrary.org                       |
| 24 | Library's Web Address  | http://placentialibrary.org                               | http://placentialibrary.org                               |
| 25 | House District(s)  | 39  | 39  |
| 26 | State Senate District(s)                                       | 29  | 29  |
| 27 | Assembly District(s)   | 64  | 64  |
| 28 | Affiliations (OCLC, CLC, etc.)                                 | ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP,PGRT,OCCOG, DOVIA | ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP,PGRT,OCCOG, DOVIA |
| 29 | ILL Period: # of Weeks   | 3   | 3   |
| 30 | ILL Photocopy free up to 10 pages?                             | N   | N   |
| 31 | Copy fee. ONLY if answer to #30 is No; otherwise, leave blank. | .10/pageB&W .45/pagecolor.                                | .15/page.   |
| 32 | Name of person completing this survey.                         | Wendy Goodson   | Wendy Goodson   |
| 33 | Email address of person completing this survey.                | administration@placentialibrary.org                       | administration@placentialibrary.org                       |

THE FIELDS BELOW ARE FOR CSL USE ONLY

|    |                                    |          |          |
|----|------------------------------------|----------|----------|
| 34 | Size Sq. Miles                     | 7.10     | 7.10     |
| 35 | Interlibrary Relationship Code     | ME       | ME       |
| 36 | Legal Basis Code                   | LD       | LD       |
| 37 | Administrative Structure Code      | SO       | SO       |
| 38 | FSCS Public Library Definition     | Y        | Y        |
| 39 | Geographic Code                    | CI2      | CI2      |
| 40 | Legal Service Area Boundary Change | N        | N        |
| 41 | LIBR_TYPE                          | PHDD     | PHDD     |
| 42 | MSA_NAME                           | LAOR     | LAOR     |
| 43 | COUNTY                             | Orange   | Orange   |
| 44 | CA_NETWORK                         | IV       | IV       |
| 45 | CLSASYSTEM                         | Santiago | Santiago |
| 46 | TABLE                              | 5        | 5        |
| 47 | STATE                              | CA       | CA       |
| 48 | FISCAL_YR                          | 2007-08  | 2006-07  |
| 49 | INST_CODE                          | P        | P        |



**Population and Outlets #201-212**

|     |  |        |        |
|-----|--|--------|--------|
| 201 | Population of the Legal Service Area   | 55,204 | 55,065 |
| 202 | Population of Children under 5 years   | 4,400  | 4,400  |
| 203 | Population of Children Age 5-14  | 5,028  | 5,028  |
| 204 | Registered Borrowers as of June 30   | 3,795  | 32,879 |
| 205 | Children Borrowers Age 0-14  | 6,207  | 6,917  |
| 206 | Main Library (Enter 1 if there is a main or central library, leave blank if not) | 1      | 1      |
| 207 | Branches (see instructions)  | 0      | 0      |
| 208 | Stations (Must have staff & separate quarters).                                  | 0      | 0      |
| 209 | Total Branches + Stations (#207+#208)  | 0      | 0      |
| 210 | Bookmobiles. Vehicle count.  | 0      | 0      |
| 211 | TOT_OUTLET(#206+#207+#208+#210)  | 1      | 1      |
| 212 | TOT_SQFEET   | 22,800 |        |

## Library Staff #251-259

|     |  |       |       |
|-----|--|-------|-------|
| 251 | Total count of persons employed - full and part time.  | 34    | 31    |
|     | ALA Librarians (FTE) who have accredited 2 ALA Masters |       | 3.00  |
| 253 | FTE Total Librarians (ALA or other)                    | 8.25  | 8.25  |
| 254 | FTE Special Professionals                              | 5     | 5.00  |
| 255 | FTE Lib. Tech. Assistants                              | 0     | 0     |
| 256 | FTE Other  | 10.75 | 10.75 |
| 257 | ALL_SUPPRT (#254+#255+#256)                            | 15.75 | 15.75 |
| 258 | TOTAL_STAF (#253+#257)                                 | 24.00 | 24.00 |
| 259 | FTE Volunteers (Average FTE per week - not hours)      | 7.39  | 10.48 |

**Income - for Operational Expenses #301-309**

|     |   |             |                    |
|-----|---|-------------|--------------------|
| 301 | Local Government (all sources - see help)       | \$1,913,784 | <i>\$1,849,464</i> |
| 302 | State Funds (CLSA, PLF, ELLI, etc.)             | \$119,000   | <i>\$125,292</i>   |
| 303 | Federal Funds (LSTA or other)                   | \$0         | <i>\$0</i>         |
| 304 | All Other Operating Income                      | \$350,000   | <i>\$374,365</i>   |
| 305 | Total Operating Income<br>(#301+#302+#303+#304) | \$2,382,784 | <i>\$2,349,121</i> |

THE FIELDS BELOW ARE FOR CSL USE ONLY

|     |                              |        |              |
|-----|------------------------------|--------|--------------|
| 306 | CLSA_DB                      |        | <i>0</i>     |
| 307 | CLSA_TBR                     |        | <i>18483</i> |
| 308 | CA Library Literacy Services |        | <i>54384</i> |
| 309 | PLF ALLOCATION               | 21,153 | <i>31740</i> |

**Income - for Capital Outlay #310-314**

|     |   |     |     |
|-----|---|-----|-----|
| 310 | Local Government (taxes and allocations - see help)             | \$0 | \$0 |
|     | State Funds (CLSA and PLF)                                      | \$0 | \$0 |
| 312 | Federal Funds   | \$0 | \$0 |
| 313 | Other Income  | \$0 | \$0 |
| 314 | Total Capital Outlay Income<br>CAPOUT_INC (#310+#311+#312+#313) | \$0 | \$0 |

## Standard Operating Expenditures #401-411

|     |   |             |             |
|-----|---|-------------|-------------|
| 401 | Salaries & Wages Expenditures                     | \$1,235,614 | \$1,051,435 |
| 402 | Employee Benefits Expenditures                    | \$224,252   | \$265,394   |
| 403 | Total Staff Expenditures (#401+#402)              | \$1,459,866 | \$1,316,829 |
| 404 | Print Materials Expenditures (except<br>Serials)  | \$130,268   | \$141,315   |
| 405 | Print Serial Subscription Expenditures            | \$7,682     | \$6,850     |
| 406 | Total Print Materials Expenditures<br>(#404+#405) | \$137,950   | \$148,165   |
| 407 | Electronic Materials Expenditures                 | \$59,664    | \$39,552    |
| 408 | Other Materials Expenditures                      | \$43,308    | \$65,021    |
| 409 | Total Collection Expenditures<br>(#406+#407+#408) | \$240,922   | \$252,738   |
| 410 | All other Operating Expenditures                  | \$681,996   | \$779,554   |
| 411 | Total Operating Expenditures<br>(#403+#409+#410)  | \$1,700,788 | \$2,349,121 |



**Capital Expenditures #500**

500 Capital Expenditures

\$0

\$0

**Specific Expenditures #501-504**

|     |  |           |           |
|-----|--|-----------|-----------|
| 501 | Preservation   | \$2,500   | \$2,500   |
| 502 | Expenditure for Children's Materials                   | \$55,500  | \$55,500  |
| 503 | Adult Literacy Program                                 | \$143,863 | \$211,412 |
| 504 | Payments for Contract Services to another jurisdiction | \$33,535  | \$33,274  |

**Collections #601-620**

|   |        |        |
|---|--------|--------|
| 601 Children's Books Added                              | 3,174  | 3,276  |
| 602 Books Children Held as of June 30                   | 32,603 | 36,366 |
| 603 Books Young Adult Held as of June 30                | 1,758  | 2,910  |
| 604 Books Volumes Added                                 | 7,776  | 7,381  |
| 605 Books Titles Added                                  | 6,546  | 6,068  |
| 606 Books Total Held as of June 30                      | 87,406 | 96,918 |
| 607 Government Documents in separate collections        | 94     | 94     |
| 608 Serial Volumes held as of June 30                   | 510    | 510    |
| 609 Total Print Materials Held (#606+#607+#608)         | 88,010 | 97,522 |
| 610 Electronic Books                                    | 0      | 0      |
| 611 Total Audio Materials                               | 3,740  | 3,518  |
| 612 Total Video Materials                               | 5,248  | 5,983  |
| 613a Databases - Local                                  | 18     | 18     |
| 613b Databases - State                                  | 0      | 0      |
| 613c Databases - Coops & Other                          | 0      | 0      |
| 613d Databases - Total (613a+613b+613c)                 | 18     | 18     |
| 614 Number of Current Print Serial Subscriptions        | 152    | 141    |
| 615 Current Electronic Serial Subscriptions             | 0      | 0      |
| 616 Number of records in library catalog as of June 30. | 80,222 | 80,470 |
| 617 Microfilm (reels)                                   | 922    | 922    |
| 618 Microforms (not microfilm)                          | 0      | 0      |
| 619 Children's Audio Materials held as of June 30       | 631    | 515    |
| 620 Children's Video Materials held as of June 30       | 2,249  | 1,542  |

## Non-English Languages Held #751-778

Print Materials HELD as of June 30

|                            |       |       |
|----------------------------|-------|-------|
| 751 African languages      | 0     | 0     |
| 752 Arabic                 | 0     | 0     |
| 753 Armenian               | 0     | 0     |
| 754 Chinese                | 400   | 396   |
| 755 French                 | 0     | 0     |
| 756 German                 | 0     | 0     |
| 757 Greek                  | 0     | 0     |
| 758 Hebrew                 | 0     | 0     |
| 759 Hindi                  | 0     | 0     |
| 760 Hmong                  | 0     | 0     |
| 761 Italian                | 0     | 0     |
| 762 Japanese               | 0     | 0     |
| 763 Korean                 | 221   | 222   |
| 764 Laotian                | 0     | 0     |
| 766 Miao, Hmong            | 0     | 0     |
| 767 Mon-Khmer, Cambodian   | 0     | 0     |
| 768 Pashto                 | 0     | 0     |
| 769 Persian                | 0     | 0     |
| 770 Portuguese             | 0     | 0     |
| 771 Punjabi                | 0     | 0     |
| 772 Russian                | 0     | 0     |
| 773 Scandinavian languages | 0     | 0     |
| 774 Spanish                | 1,609 | 1,674 |
| 775 Tagalog                | 0     | 0     |
| 776 Thai                   | 0     | 0     |
| 777 Urdu                   | 0     | 0     |
| 778 Vietnamese             | 153   | 154   |

**Library Services, Annual #801-821**

|  |         |         |
|--|---------|---------|
| 801 Total Public Service Hours                           | 2,747   | 2,747   |
| 802 Library Visits                                       | 630,931 | 612,726 |
| 803 Reference Questions (omit directional)               | 34,610  | 28,471  |
| 804 Circulation of Children's Materials                  | 90,174  | 93,326  |
| 805 Circulation Non-English                              | 2,476   | 2,820   |
| 806 Circulation Non-Book                                 | 74,730  | 65,659  |
| 807 Total Circulation                                    | 261,417 | 231,682 |
| 808 ILL loans to others                                  | 5,200   | 4,405   |
| 809 ILL loans received                                   | 4,658   | 3,935   |
| 810 Pre-School Programs - Number                         | 152     | 292     |
| 811 Pre-School Programs - Attendance                     | 4,853   | 11,251  |
| 812 School Age Programs - Number                         | 244     | 65      |
| 813 School Age Programs - Attendance                     | 10,610  | 2,408   |
| 814 Young Adult Programs - Number                        | 0       |         |
| 815 Young Adult Programs - Attendance                    | 0       |         |
| 816 Adult Programs - Number                              | 18      | 14      |
| 817 Adult Programs - Attendance                          | 388     | 338     |
| 818 Total Programs - Number<br>(#810+#812+#814+#816)     | 414     | 371     |
| 819 Total Programs - Attendance<br>(#811+#813+#815+#817) | 15,851  | 13,997  |
| 820 Children's Program Attendance<br>(#811+#813)         | 15,463  | 13,659  |
| 821 Number of Children's Programs<br>(#810+#812)         | 396     | 357     |

## Salary Survey #901-918

|     |  |       |       |
|-----|--|-------|-------|
| 901 | Director (monthly rate) - Begin        | 9,074 | 8,726 |
| 902 | Director (monthly rate) - Final        | 9,074 | 8,726 |
| 903 | Assistant Dir. - Begin                 | N/A   | N/A   |
| 904 | Assistant Dir. - Final                 | N/A   | N/A   |
| 905 | Chief Lib. Div. - Begin                | 5,434 | 5,235 |
| 906 | Chief Lib. Div. - Final                | 6,951 | 6,696 |
| 907 | Branch Libn - Begin                    | N/A   | N/A   |
| 908 | Branch Libn - Final                    | N/A   | N/A   |
| 909 | Entry Level Librarian - Begin          | 3,579 | 3,448 |
| 910 | Entry Level Librarian - Final          | 4,579 | 4,411 |
| 911 | Journeyman Librarian - Begin           | 4,170 | 4,017 |
| 912 | Journeyman Librarian - Final           | 5,335 | 5,140 |
| 913 | Lib. Tech. Asst. - Begin               | 3,028 | 2,916 |
| 914 | Lib. Tech. Asst. - Final               | 3,873 | 3,731 |
| 915 | Clerk Non-Pro. (see help) - Begin      | 2,255 | 2,172 |
| 916 | Clerk Non-Pro. (see help) - Final      | 3,261 | 3,141 |
| 917 | Mgr. Of Spec. Servic (non-MLS) - Begin | 4,588 | 4,420 |
| 918 | Mgr. Of Spec. Servic (non-MLS) - Final | 5,869 | 5,655 |

**Electronic Services #857-862**

|                                       |   |        |               |
|---------------------------------------|---|--------|---------------|
| 857                                   | Took advantage of CA Teleconnect subsidies during this report year.                     | No     | <i>No</i>     |
| ( )                                   | Took advantage of federal E-RATE subsidies during this report year.                     | No     | <i>No</i>     |
| Electronic Resources Usage            |   |        |               |
| 859                                   | Users of Public Internet Computers (per year)   | 46,387 | <i>38,109</i> |
| 860                                   | Virtual Visits to Library Website   | 30,869 |               |
| 861                                   | Does your library use the Radio Frequency Identification (RFID) system for circulation? | No     | <i>No</i>     |
| THE FIELDS BELOW ARE FOR CSL USE ONLY |   |        |               |
| 862                                   | GPTERMS (#27+#46) from Bookmobiles and Outlets table respectively                       | 19     | <i>19</i>     |

**Mobile Libraries #1-32**

If no mobile libraries then leave blank.

FIELDS IN GREEN ARE FOR CSL USE ONLY

- 1 FSCS\_ID
- 2 LIBRARY\_ID
- 3 LIB\_CODE
- 4 Short\_Name
- 5 Bookmobile Name:
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:
- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops on route per week:
- 21 Total hours per month in public service (omit travel time):
- 22 Librarians on vehicle - FTE
- 23 Driver/clerks on vehicle - FTE
- 24 Support Staff off vehicle - FTE
- 25 Total materials circulation per year



- 26 Yearly operating and maintenance cost.  
(fuel, maintenance, repair, labor and parts  
only)
- 27 Number of Internet Terminals - General  
Public
- 28 Has adult or children's programming been  
conducted from a bookmobile?
- 29 Cite example
- 30 GEN\_NOTES
- 31 FISCAL\_YR
- 32 L\_NUM\_BM

## Library Outlet #1-45

### Library Outlet

#### FIELDS IN GREEN ARE FOR CSL USE ONLY

|    |  |                            |                            |
|----|--|----------------------------|----------------------------|
| 1  | FSCS_ID  | CA0096.002                 | CA0096.002                 |
| 2  | LIBRARY_ID                                       | M692                       | M692                       |
| 3  | LIB_Code   | M692.001                   | M692.001                   |
| 4  | Short_Name                                       | Placentia Dist.            | Placentia Dist.            |
| 5  | Outlet Name:                                     | Placentia Library District | Placentia Library District |
| 6  | Street Address:                                  | 411 E. Chapman Ave.        | 411 E. Chapman Ave.        |
| 7  | City:  | Placentia                  | Placentia                  |
| 8  | ZIP:   | 92870                      | 92870                      |
| 9  | ZIP+4:   | 6198                       | 6198                       |
| 10 | Mail Address (repeat if same as street address): | 411 E. Chapman Ave.        | 411 E. Chapman Ave.        |
| 11 | Mail City:                                       | Placentia                  | Placentia                  |
| 12 | Mail ZIP:  | 92870                      | 92870                      |
| 13 | Mail ZIP+4:                                      | 6198                       | 6198                       |
| 14 | County   | Orange                     | Orange                     |
| 15 | FAX:   | (714) 528-8236             | (714) 528-8236             |
| 16 | Phone:   | (714) 528-1925             | (714) 528-1925             |
| 17 | Type of Outlet:                                  | CE                         | CE                         |
| 18 | This Facility is Owned by:                       | SPDT - Special District    | SPDT - Special District    |
| 19 | This Facility is in need of:                     | RMDL                       | RMDL                       |
| 20 | State Senate District(s):                        | 29                         | 29                         |
| 21 | State Assembly District(s):                      | 64                         | 64                         |
| 22 | U.S. House District(s):                          | 39                         | 39                         |
| 23 | Population Served By Outlet.                     | 54,980                     | 54980                      |
| 24 | Total Outlet Staff, in FTE.                      | 24                         | 24                         |
| 25 | Hours Open, Weekly.                              | 60                         | 60                         |
| 26 | Hours Open, Annually.                            | 2,747                      | 2,747                      |

|    |   |                      |   |
|----|---|----------------------|---|
| 27 | Total Number of Volumes Held by Outlet.   | 98,338               | 111787  |
| 28 | Total Annual Circulation by Outlet.   | 261,417              | 231,682   |
| 29 | Total Outlet Operating Expenditures.  | 2,382,784            | 2,349,121                                       |
| 30 | Year in which Outlet was Originally Built.  | 1974                 | 1974  |
| 31 | Month and Year outlet opened (i.e., 06/2004)  | 06/1974              | 06/1974   |
| 32 | Year in which Outlet was Remodeled.   | N/A                  | N/A   |
| 33 | Size of Outlet, in sq. ft.  | 22,800               | 22,800  |
| 34 | Number of Reader Seats in Outlet  | 227                  | 227   |
| 35 | Days per week outlet is open to the public.   | 6                    | 6   |
| 36 | Staffed when open to public by at least 1 paid librarian & 1 paid clerical?           | Yes                  | Yes   |
| 37 | Housed in separate quarters?  | Yes                  | Yes   |
| 38 | Established schedule of hours for public service?                                     | Yes                  | Yes   |
| 39 | Degree of Adequacy of this Facility.  | 8                    | 8   |
| 40 | Number of Internet Terminals--General Public.   | 19                   | 19  |
| 41 | Internet Connection. What is your library's highest connection speed to the Internet? | 2) 257Kbps - 768Kbps | 257Kbps - 768Kbps (ISDN, T-1, frame relay, DSL) |
| 42 | Wi-Fi. Is wireless available at this location? (Y/N)                                  | Yes                  | Yes   |
| 43 | MSA (Metropolitan Statistical Area) Status:   | NC                   | NC  |
| 44 | FISCAL_YR CODE  | 2007-08              | 2006-07   |
| 45 | OUTLET_TYPE_SORT_CODE   |                      |   |



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report  
**DATE:** September 29, 2008

Activities Report:

Monday, September 29

I attended first regular Board meeting and closed session to discuss personnel matters.

I stayed until 10:30 p.m. with our Computer Consultant, Patrick Hoang, to move four computer stations from the adult department to the children's area. Three are for public use and one for PC reservation in the children's department. This was part of the preparation for the grand re-opening to be held on Wednesday, October 1, 2008.

Tuesday, September 30

I met with Tuan Phan to discuss redesigning of our web page.

David Ferrari and I went to Michael's, Home Depot and Tall Mouse to purchase supplies and equipment for the grand re-opening and October exhibit – National Fire Prevention Month.

I stayed until 12:00 a.m. with Yesenia Gomez, David Ferrari and Alex Hernandez to prepare for the grand re-opening. Coleen Wakai stayed with us until 11:00 p.m.

Wednesday, October 1

Library grand re-opening.

I had lunch with Louise Mazerov, Buena Park Library District Director and Katherine Gould, Palos Verdes Library District Director.

Monday, October 6

I had a meeting with a library patron, Mr. Richard Santner. The purpose of the meeting was to inform him that he is not allowed to approach other library patrons regarding library policies. If he has concerns, he is to address them with the library staff and the staff will handle the issue. Mr. Santner acknowledged understanding.

I had a meeting with Ms. Julie Mattix, Finance Director from the Palos Verdes Library District.

Tuesday, October 7

I met with Martin from Belfor at 7:00 a.m. to point out several ceiling tiles that require attention.

I had a meeting with Mr. Jeff Ferre to get background information and an update on the development fees.

I met with the supervisors and asked them to provide me with a six-month work objectives for each of their employees. These are to be doable and measurable. I also instructed the supervisors that they and their staff are responsible for handling customer complaints and should a patron not be satisfied with the response they received from staff and insist to speak with the Director then provide the patron with the Director's email address.

David Ferrari and I had a meeting with Library Aide, Ruth (Petey) Peterson.

I attended a Library Aide/Page meeting and reiterated to staff the need for a weekend rotation which will commence November 2008.

I briefly attended the "Raising a Money Smart Child" workshop.

Wednesday, October 8

I conducted a presentation at the Rotary Club of Placentia.

David Ferrari and I had a meeting with Library Aide, Larry Cummings at 9:30 a.m.

David Ferrari and I had a meeting with Library Aides, Esther Guzman and Ruth (Petey) Peterson at 2:00 p.m.

Thursday, October 9

I facilitated the all-staff meeting.

I attended a teen club meeting with Coleen Wakai.

Friday, October 10

I continued to work on personnel matters.

Saturday, October 11

I participated in the Heritage Parade with Board of Trustee, Betty Escobosa and library staff members Wendy Goodson and Yesenia Gomez.

Monday, October 13

I attended the Placentia Library Friends Foundation meeting and thanked them for their contribution towards the grand re-opening.

Wednesday, October 15

I attended a Closed Session Board Meeting to discuss personnel matters.

Thursday, October 16

I met with Computer Consultant, Patrick Hoang to review some computer requests for staff offices and the early literacy computer stations to be set up in the Children's Department.

Sunday, October 19

I worked on book orders and the Board packets.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Wendy Goodson, Administrative Services Manager  
**SUBJECT:** Program Committee Report for September 2008  
**DATE:** October 22, 2008

The Program activity is reported on the respective departmental reports.





To: Jeanette Contreras, Library Director  
 From: Brenda Ramírez, Children's Library Assistant  
 Date: for Board Meeting, October 22, 2008  
 Subject: September 2008 Activities in the Children's Department

| TYPE OF PROGRAM                             | NUMER OF PROGRAMS | TOTAL ATTENDANCE |
|---|-------------------|------------------|
| Lap Sit 24 months & younger                 | 0                 | 0                |
| Story Time I: 6 years & younger             | 1                 | 0                |
| Story Time II: 6 years & younger            | 1                 | 5                |
| Pocket Tales: Stories, music, and movement. | 0                 | 0                |
| Read to the Dogs event                      | 0                 | 0                |
| Summer Reading Program Events               | 0                 | 0                |
| Summer Reading Program Registrations        | 0                 | 0                |
| <b>Total September 2008</b>                 | <b>2</b>          | <b>5</b>         |
| <b>Total September 2007</b>                 | <b>20</b>         | <b>638</b>       |
|   |                   |                  |
| <b>Current FY to date</b>                   | <b>10</b>         | <b>2,204</b>     |
| <b>Previous FY to date</b>                  | <b>69</b>         | <b>2,819</b>     |

*BR*

| CHILDREN'S REFERENCE STATS SEPTEMBER 2008 |           |       |       |  |
|---|-----------|-------|-------|--|
| Board Meeting October 22, 2008            |           |       |       |  |
| DATE                                      | IN-PERSON | PHONE | TOTAL |  |
| 1   | 0         | 0     | 0     |  |
| 2   | 0         | 0     | 0     |  |
| 3   | 0         | 0     | 0     |  |
| 4   | 0         | 0     | 0     |  |
| closed 5                                  | 0         | 0     | 0     |  |
| 6   | 0         | 0     | 0     |  |
| 7   | 0         | 0     | 0     |  |
| 8   | 0         | 0     | 0     |  |
| 9   | 0         | 0     | 0     |  |
| 10  | 0         | 0     | 0     |  |
| 11  | 0         | 0     | 0     |  |
| closed 12                                 | 0         | 0     | 0     |  |
| 13  | 0         | 0     | 0     |  |
| 14  | 0         | 0     | 0     |  |
| 15  | 0         | 0     | 0     |  |
| 16  | 0         | 0     | 0     |  |
| 17  | 0         | 0     | 0     |  |
| 18  | 0         | 0     | 0     |  |
| closed 19                                 | 0         | 0     | 0     |  |
| 20  | 0         | 0     | 0     |  |
| 21  | 0         | 0     | 0     |  |
| 22  | 50        | 2     | 52    |  |
| 23  | 45        | 1     | 46    |  |
| 24  | 35        | 4     | 39    |  |
| 25  | 35        | 5     | 40    |  |
| closed 26                                 | 0         | 0     | 0     |  |
| 27  | 13        | 1     | 14    |  |
| 28  | 67        | 1     | 68    |  |
| 29  | 42        | 1     | 43    |  |
| 30  | 27        | 4     | 31    |  |
| TOTAL                                     | 314       | 19    | 333   |  |

Placentia Library District Board of Trustees

**To:** Jeanette Contreras, Library Director  
**From:** Toby Silberfarb, Assistant Literacy Coordinator *TS*  
**Subject:** Literacy Services Report for September 2008  
**Date:** October 16, 2008

I contacted Western State University College of Law in order to begin interviewing potential Federal Work/Study tutors.



TO: Jeanette Contreras, Library Director  
FROM: Mary Strazdas, Librarian MCS  
DATE: October 22, 2008

**SUBJECT: Reference and Adult Services report for September, 2008**

- There were no programs held in September.
- Reference staff worked to answer patrons' reference questions following the re-opening of the library on 22 September.
- Staff members submitted new book orders to the director.
- A display of Librarians' Choice books was added to those involving the upcoming election and helpful ideas pertinent to students beginning kindergarten.
- Pat Irot made a presentation to the Library Board about the functions and future of the History Room. There is a new booklet about the namesakes of local schools. Morse School now has a portrait of Frank Morse.
- Gary Bell attended the September 9 Heritage Coordinating Council meeting.

Statistical Comparisons at the Reference Desk  
September FY 2008/2009

Agenda Item 28  
Page 2 of 2

|                                 | 2007  | 2008 | YTD 07-08 | YTD 08-09 |
|---------------------------------|-------|------|-----------|-----------|
| Phone Reference Questions       | 222   | 81   | 621       | 314       |
| Desk Reference Questions        | 3,801 | 639  | 12,834    | 2,564     |
| E-Mail Reference Questions      | 0     | 0    | 0         | 0         |
| Ready Reference                 | 24    | 5    | 70        | 15        |
| Instruction                     | 161   | 21   | 377       | 154       |
| Computer Use                    | 3,595 | 852  | 11,165    | 4,526     |
| Reference Books: In-Library Use | 3,061 | 945  | 10,939    | 4,349     |
| Patron Database Signups         | N/A   | N/A  | N/A       | N/A       |

## Placentia Library District

TO: Jeanette Contreras, Library Director  
 FROM: Katie Matas, Librarian *KLM*  
 DATE: October 22, 2008  
 SUBJECT: **Technology & Website Report for September, 2008**

**1. Technical Services Report for September 2008**

- Tuan Phan made some design changes to the Library website in time for re-opening day.
- Jesus and Katie updated the Library website posting upcoming Library programs.
- Public access computers were rearranged to accommodate children in the Children's area and adults in the Adult area. A reservation station was added in the Children's area.

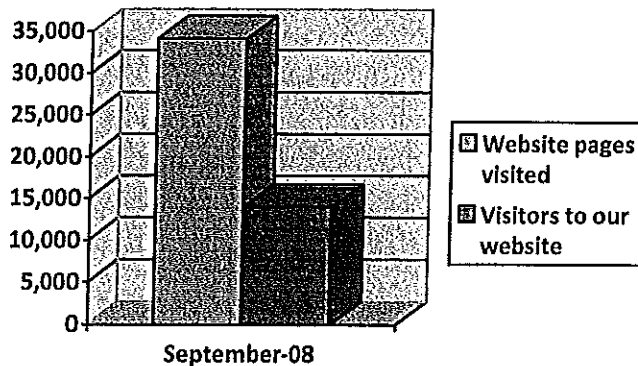
**2. Online database usage for September 2007 and September 2008**

|                           | September<br>2008 | September<br>2007 | Y-T-D<br>2008-9 | Y-T-D<br>2007-8 | Y-T-D<br>change |
|---------------------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| Total number of enquiries | 2048              | 6203              | 9132            | 23264           | -14132          |

Last year there was a particularly heavy use of the genealogical research database Heritage Quest. The drop off in use of this database accounts for the decline in the year-to-date totals.

**3. Website traffic for September 2008**

In September 2008 we had 13,970 visitors to our website. In September 2008 there were 34,108 page hits. A yearly comparison is not available due to the website redesign.







**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Continuation -- Restructure of Organization  
**DATE:** October 22, 2008

*effective Jan 1, 2009*

**BACKGROUND**

The purpose of restructuring the organization is to ensure that the Placentia Library District's governance, operations, and processes, are consistent with expected levels of excellence and professionalism. It is also necessary for the restructuring to establish a library structure that clearly defines the roles and responsibilities of each classification as aligned with the District's mission, vision and goals.

Restructuring is a tool that will ensure effective and accurate communication between staff and managers to deliver the best possible services to our patrons. The structure will identify distinctions between the various groups of classifications: Executive/Management, Professional, Paraprofessional and Clerical. Several staff members continued to work out of their job classifications and have performed duties that are in direct violation with the District policy. The restructure will ensure that managers and supervisors have the tools needed to enforce the responsibilities of each staff member as their performance will be reflected on their performance evaluations.

The Placentia Library District needs to realign its business practices by focusing on basic library business -circulation, programming and services for the children and adult members of this community. Literacy will continue to be an element of the Placentia Library District service but not as much emphasis as in previous years. The Placentia Library District needs to go back to the basics. It is essential that the Library retain qualified and high performing employees and separate those that may be hindering the success of the Library.

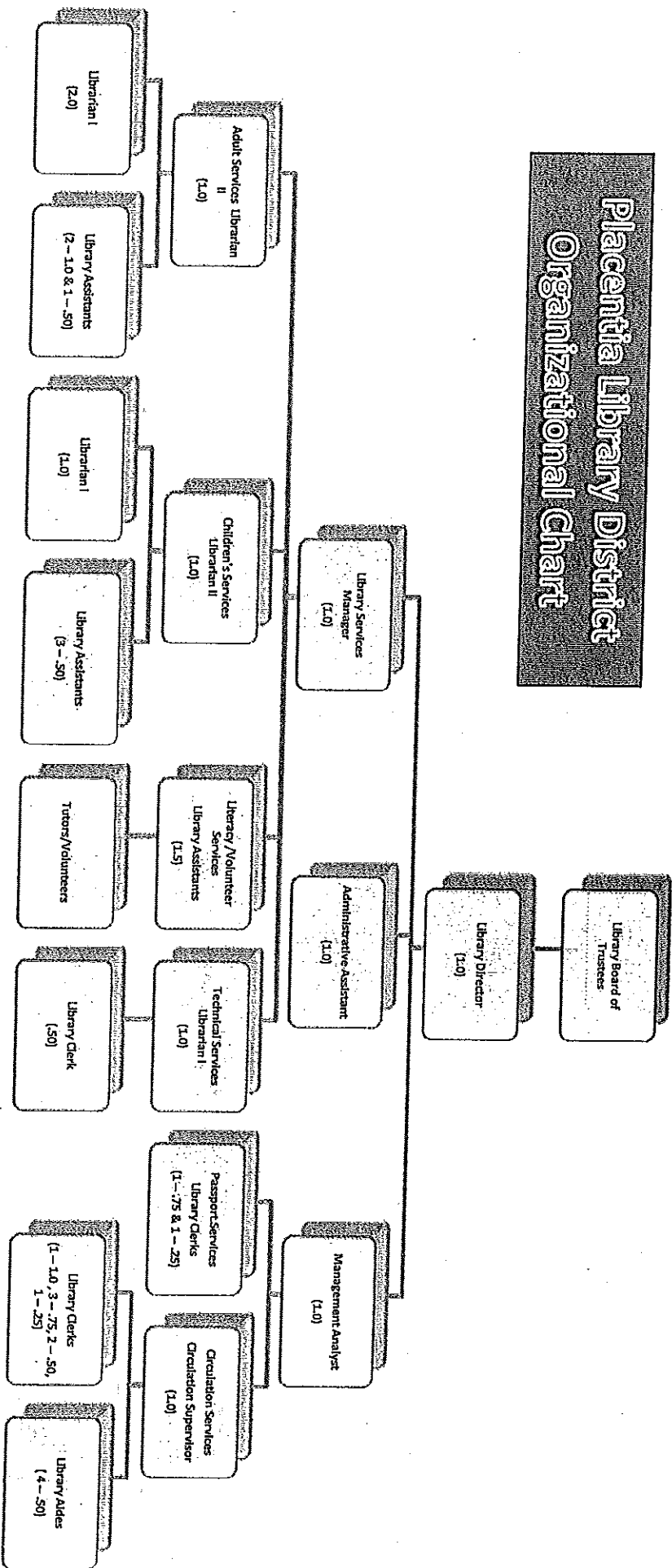
**RECOMMENDATION**

- 1. Approve the restructure of the organization as shown on page 2.
- 2. Approve the elimination of the Placentia Library District Policies #2303 – Job Description – Manager of Administrative Services and #2307 0 – Job Description – Manager of Technical Services as shown on pages 3-11.
- 3. Approve the title, job description, responsibilities, qualifications, and/or task changes in the Placentia Library District Policies #2300 – Job Description – Library Director, #2305 – Job Description – Manager of Public Services, #2308 – Job Description – Management Analyst, #2309 – Job Description – Administrative Assistant, #2315 – Job Description – Librarian II, #2317 – Job Description – Librarian I, #2321 – Job Description – Circulation Supervisor, and #2323 – Job Description – Library Clerk as shown on pages 12-43.
- 4. Approve and adopt the Salary Scales as shown on pages 44-45.

*M1 - RD  
M2 - GW  
M1 - GW  
M2 - RD  
M1 - RD  
M2 - B.E.  
M1 - J.T.  
M2 - GW*

*\* Compared to the lib. systems*  
*\* amended decision*  
*\* Based on past performance*  
*\* Some employees will not be able to compete 2 positions (that did not meet standards will not be able to compete)*

# Placentia Library District Organizational Chart



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

**2303.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2303.1.2** Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

**2303.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2303.1.4** Maintains the District's checkbooks and general ledger.

**2303.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

**2303.1.7** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2303.1.8** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the

administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2303.1.9** Prepares monthly and annual reports on the administrative activities of the District.

### **2303.2 Typical Tasks**

**2303.2.1** Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

**2303.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2303.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2303.2.4** Maintains the office general ledger for the District and the Placentia Library Foundation.

**2303.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2303.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2303.2.7** Manages the Passport application agency program with the U. S. Department of State.

**2303.2.8** Maintains files and records related to the operations of the Administrative Office

**2303.2.9** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

**2303.2.10** Makes travel arrangements for District Staff and Trustees.

**2303.2.11** Schedules the use of the Meeting and Conference Rooms.

**2303.2.12** Prepares District's financial and personnel reports to the State Library and other agencies.

**2303.2.13** Coordinates bid processes and purchasing (excluding books and library materials).

**2303.2.14** Coordinates maintenance and safety of the District's physical facility.

**2303.2.15** Works on special projects as assigned.

**2303.2.16** Negotiates and manages contracts and service agreements with District vendors.

**2303.2.17** Manages the recruitment process for all District positions.

**2303.2.18** Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

**2303.2.19** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2303.2.20** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2303.2.21** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2303.2.22** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2303.2.23** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2303.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.

**2303.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2303.4.3** Knowledge of personal computer hardware and software operations.

**2303.4.4** Knowledge of basic fund accounting, cost accounting and budgeting.

**2303.4.5** Ability to apply the knowledge listed above.

**2303.4.6** Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

**2303.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2303.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2303.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2303.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

**2303.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2303.4.14** Ability to present information to District management and the Library Board of Trustees.

**2303.4.15** Ability to organize and manage work flow for self and others.

**2303.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

### **2303.5 Physical Demands**

**2303.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2303.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

**2303.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2303.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2303.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2303.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2303.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2303.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2303.6** Work Environment

**2303.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307  
**REVISED:**

**2307.1 Description:** The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

**2307.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

**2307.1.4** Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

**2307.1.5** Coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

**2307.1.8** Prepares monthly and annual reports on the technical services activities of the Library.



**2307.2** Typical Tasks:

**2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

**2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

**2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

**2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.

**2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

**2307.2.7** Prepares grant applications for Technical Services activities.

**2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.

**2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

**2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

**2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

**2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

**2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2307.2.15** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2307.4** Skills and Abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

**2307.4.4** Knowledge of literature and standard works in various fields.

**2307.4.5** Knowledge of basic fund accounting and budgeting.

**2307.4.6** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.7** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2307.4.8** Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

**2307.4.9** Ability to analyze difficult problems , recommend solutions and take independent action

**2307.4.10** Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

**2307.5.11** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

**2307.5** Physical Demands:

**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** Must possess vision to read printed material and a computer screen.

**2307.5.1.5** Must possess stamina to move about the Library.

**2307.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2307.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2307.7** Fair Labor Standards Act Designation: Exempt -- Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

### **2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.

**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.3** Required Qualifications. Possesses a master's degree in library or information science from a school accredited by the American Library Association and five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. Possesses a valid California drivers license and be a United States citizen.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a master's degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

**2300.5.4** Must possess stamina to move about the Library.

**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Services Manager  
**POLICY NUMBER:** 2305

**2305.1 Description:** The Library Services Manager, under the general direction of the Library Director, manages the Adult, Children, Literacy, Technical, Volunteer and Young Adult departments of the Library. Works closely with the Library Director to implement exemplary library services and programs. Performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Library Services Manager works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Services Manager include the following:

**2305.1.1** Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** Solicits, prepares, submits and secures grants for the District with the consent of the Library Director. May serve as project manager for selected grants.

**2305.1.4** Oversees the preparation of staff schedules and the assignments of substitute hours for the Adult, Children, Literacy, Technical, Volunteer and Young Adult departments.

**2305.1.5** Identifies, coordinates, develops and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical and clerical personnel.

**2305.1.6** Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

**2305.1.7** Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

**2305.1.8** Prepares monthly and annual reports on the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities of the Library.

**2305.1.9** Coordinates the Adult, Children, Literacy, Volunteer and Young Adult programming activities and exhibits that highlight and promote the Library's collection

**2305.1.10** Assist in the development of the District budget, policies and procedures related to the activities of the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.

**2305.1.11** Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.

**2305.1.12** Attends workshops, continuing education programs, library conferences and other professional training opportunities at the direction of the Library Director.

**2305.1.13** Performs other related duties as assigned.

**2305.2** Typical Tasks:

**2305.2.1** Directs, coordinates, and reviews the activities of the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities concerning personnel, resources, equipment, services and programs.

**2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.

**2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2305.2.4** Manages the development and maintenance of the Library's web page ensuring current, accurate, and appropriate information.

**2305.2.5** Ensures monthly exhibits in the public area are displayed in a timely manner to promote library services and programs including other major events related to the District.

**2305.2.6** Participates in recruiting, interviewing, selecting and evaluating of the Adult, Children, Literacy, Technical, Volunteer and Young Adult personnel.

**2305.2.7** Makes recommendations to the Library Director concerning the public relations activities for the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.

**2305.2.8** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.



**2305.2.9** Establishes and implements work procedures and plans and organizes training programs for the Adult, Children, Literacy, Technical, Volunteer and Young Adult staff, and is responsible for personnel actions, work assignments, and related matters.

**2305.2.10** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**2305.3** Required Qualifications: Master's Degree in Library or Information Science from a school accredited by the American Library Association and five years of increasingly responsible experience in public library management positions, including a minimum of three years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

**2305.4** Skills and Abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

**2305.4.2** Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

**2305.4.3** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.4** Knowledge of basic fund accounting and budgeting.

**2305.4.5** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.6** Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

**2305.4.7** Ability to organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.

**2305.4.8** Ability to analyze difficult problems, recommend solutions and take independent action.

**2305.4.9** Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

**2305.4.10** Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

**2305.5** Physical Demands:

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

**2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2305.5.1.4** Must possess vision to read printed material and a computer screen.

**2305.5.1.5** Must possess stamina to move about the Library.

**2305.5.1.6** Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

**2305.6** Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

**2300.7** Fair Labor Standards Act Designation: Exempt – Administrative.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Management Analyst  
**POLICY NUMBER:** 2308

**2308.1** The Management Analyst is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director and the Library Services Manager. Performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge involving broadly defined library policies and procedures including data gathering, statistical and financial reports, technology plans and strategic planning. May be designated in charge of the Library during the absence of the Library Director and the Library Services Manager.

**2308.1.1** Under the oversight of the Library Director, implements the fiscal management program of the District, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.

**2308.1.2** Conducts library needs assessment and current library trends including technology, programming, and services and report findings and recommendations to the Library Director and the Library Services Manager.

**2308.1.3** Develops and implements policies and procedures that ensure the fiscal well being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.

**2308.1.4** Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director and the Library Services Manager.

**2308.1.5** Works with the Library Services Manager to develop library migration plans and other software utilities.

**2308.1.6** Forecasts library vendor development including technology and the marketplace movement so that the District can respond to changes.

**2308.1.7** Manages the operations of the passport service including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.

**2308.1.8** Originates journal entries, reconciles statements, and maintains a variety of financial schedules, records and files. Prepares financial statements, reports and analyses of the District's budget.

**2308.1.9** Implements employee health insurance, PARS and money purchase pension plan information.

**2308.1.10** Reviews contracts and vendors proposals for compliance with Library District policy, procedures and goals and submits them to the Library Director for approval.

**2308.1.11** Ensures proper accounting for fixed assets, revenue and expense accruals.

**2308.1.12** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

**2303.1.13** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2308.1.14** Prepares monthly and annual reports on the administrative activities of the District.

**2308.1.15** Performs other related duties as assigned.

**2308.2** Typical Tasks:

**2308.2.1** Administers grant-related projects and assists in the preparation of data gathering for grants and other proposals.

**2308.2.2** Reviews, analyzes and suggests revisions to library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.

**2308.2.3** Researches, examines and analyzes the operations of the District, including adult, children, literacy, technical, volunteer and young adult services.

**2308.2.4** Provides logistical support in the management of books and other library materials.

**2308.2.5** Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.

**2308.2.6** Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.

- 2308.2.7 Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.
- 2308.2.8 Plans, organizes and manages insured and self-insured programs for the District.
- 2308.2.9 Prepares and submits financial and personnel reports of to the Library Director, to the State Library of California, and to other governmental agencies as required.
- 2308.2.10 Maintains checkbooks for the District.
- 2308.2.11 Participates in interviewing and selecting of administrative staff .
- 2308.2.12 Manages the recruitment process for all District positions.
- 2308.2.13 Coordinates bid processes and purchasing including books and library materials.
- 2308.2.14 Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.
- 2308.2.15 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.
- 2308.2.16 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- 2308.2.17 Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.
- 2308.2.18 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2308.3** Required Qualifications. Master's Degree in Library or Information Science from a school accredited by the American Library Association and three years of increasingly responsible library experience including development of program and services, supervisory experience and an understanding of administrative and accounting principles. Candidate currently enrolled in the MLIS program will be eligible and must receive his/her MLIS degree within two years from the date of hire as the Management Analyst with the District. Excellent written and oral communication skills and the ability to lead a team. Possesses a valid California driver's license and be a United States Citizen.

**2308.4 Knowledge and abilities:**

- 2308.4.1** Knowledge of library vendors, trends, and marketplace.
- 2308.4.2** Familiarity with Horizon, cataloging, online databases and library organizational structure.
- 2308.4.3** Knowledge of the principles and practices of research and analysis.
- 2308.4.4** Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- 2308.4.5** Knowledge of the tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating library programs and services.
- 2308.4.6** Ability to construct and execute a variety of library surveys.
- 2308.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.
- 2308.4.8** Ability to develop a variety of ready reference materials in electronic and traditional formats.
- 2308.4.9** Ability to respond to routine inquiries or complaints from Library customers.
- 2308.4.10** Ability to supervise staff and implement personnel policies and procedures.
- 2308.4.11** Ability to analyze difficult problems and recommend solutions.
- 2308.4.12** Ability to take independent action.
- 2308.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2308.4.14** Ability to present information to District management and the Library Board of Trustees.
- 2308.4.15** Ability to organize and manage work flow for self and others.
- 2308.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.
- 2308.4.17** Knowledge of library practices and procedures.

**2308.5 Physical Demands:**

**2308.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2308.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2308.5.1.2** Must possess mobility to operate a motor vehicle.

**2308.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2308.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2308.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2308.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2308.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2308.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2308.6 Work Environment:**

**2308.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2308.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Administrative Assistant  
**POLICY NUMBER:** 2309

**2309.1** The Administrative Assistant is a confidential classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, the Library Board of Trustees and the Library Services Manager. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures.

- 2309.1.1** Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.
- 2309.1.2** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director, the Library Services Manager and the Management Analyst.
- 2309.1.3** Responsible for the recruitment process and maintains personnel records for all District employees.
- 2309.1.4** Responsible for the accounts payable and receivable and prepares all payroll and claims for payment.
- 2309.1.5** Presents the image of the Placentia Library District to the public by being welcoming, pleasant, courteous and professional.
- 2309.1.6** Maintains and retains District files, materials and information of a confidential nature.
- 2309.1.7** Arranges appointments, conferences, meetings and maintains appointment calendar for the Library Director.
- 2309.1.8** Prepares monthly and annual reports on the administrative activities of the Library.
- 2309.1.9** Composes letters, memos and other written communications on routine matters.



**2309.1.10** Coordinates, designs, revises and maintains overall office systems for records and documents related to District operations.

**2309.2** Typical Tasks:

- 2309.2.1** Reviews and verifies material in connection with the paying of District bills.
- 2309.2.2** Deposits receipts for the District.
- 2309.2.3** Processes bills for payment for the District.
- 2309.2.4** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.
- 2309.2.5** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.6** Schedules the use of the Meeting and Conference Rooms.
- 2309.2.7** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- 2309.2.8** Responds to questions from the Library Board of Trustees, District staff and the public involving an understanding of District policies, procedures and regulations.
- 2309.2.9** Performs routine but specialized administrative duties related to District operations including report writing and coordination of special events; edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation and grammar.
- 2309.2.10** Types correspondence, such as letters, memos, reports, Library Board items and other materials on a variety of general and technical topics.
- 2309.2.11** Receives, screens, and acts upon requests and complains from visitors and telephone callers, from other staff and the public.
- 2309.2.12** Screens and distributes incoming correspondence to the Library Director and staff members.
- 2309.2.13** Records proceedings of the District Library Board; transcribes, edits, and proofreads notes into the approved style of minutes used by the District following established guidelines and in accordance with general instructions.

**2309.2.14** Responsible for ordering, receiving and confirming purchases for the Administrative Office.

**2309.2.15** Serves as a United States Passport Application Acceptance Agent.

**2309.2.16** Performs other duties as assigned.

**2309.3** Required Qualifications. Equivalent of two years post high school education. Three years of increasingly responsible experience in an administrative office environment using word processing, spreadsheet, database, scheduling and writing skills. A valid California driver's license and be a United States Citizen.

**2309.4** Skills and Abilities:

**2309.4.1** Proficiency in Word, Excel, Publishers and Powerpoint. Knowledge of Quickbooks.

**2309.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2309.4.3** Knowledge of personal computer hardware and software operations.

**2309.4.4** Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and to create and use labels, data and formulas on an electronic spreadsheet.

**2309.4.5** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2309.4.6** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2309.4.7** Ability to respond to common inquiries or complaints that may be of sensitive nature from Library customers.

**2309.4.8** Ability to interpret and communicate effectively the District's policies, procedures, and regulations.

**2309.4.9** Ability to analyze difficult problems and recommend solutions.

**2309.4.10** Ability to prepare and present reports that conform to prescribed style and format.

- 2309.4.11 Ability to communicate easily and rapidly in English with the Library Board of Trustees, the Library Director, the Library Services Manager, library staff and customers orally, via telephone and in writing.
- 2309.4.12 Ability to understand and execute both oral and written instructions in English independently.
- 2309.4.13 Ability to establish and maintain effective relations with co-workers, the public and community organizations.
- 2309.4.14 Ability to perform mathematical computations rapidly and accurately.

**2309.5 Physical Demands:**

**2309.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2309.5.1.2 Must possess mobility to operate a motor vehicle.
- 2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2309.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2309.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- 2309.5.1.8 Attendance at off-hours meetings and occasional travel are required.

**2309.6**    Work Environment:

**2309.6.1**    The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2**    Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Library Services Manager. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Schedules, supervises, trains and disciplines the adult and/or children personnel and volunteers. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** Prepares for the Library Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

**2315.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2315.1.6** Prepares monthly and annual reports as assigned by the Library Services Manager.

**2315.1.7** Assists in procuring, researching, writing, securing and executing grants for the Library.

**2315.1.8** Plans, organizes, conducts, implements and evaluates programs that promote the Library's collection and services.

**2315.1.9** Schedules, assigns, supervises and evaluates the activities of the staff in the Children's or Adult Departments.

**2315.2 Typical Tasks:**

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.

**2315.2.2** Assists the Library Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2315.2.3** Allocates the library materials budget assigned to that department.

**2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

**2315.2.5** Advises the Library Services Manager on catalog problems and recommends changes

**2315.2.6** Recommends policies for public services to the Library Services Manager.

**2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.

**2315.2.8** Establishes and implements work procedures for department staff.

**2315.2.9** Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.

**2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the State Library of California.

**2315.2.11** Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.

**2315.2.12** Coordinates programs and exhibits as assigned by the Library Services Manager.

**2315.2.13** Prepares and submits reports of activities to the Library Services Manager as required.

**2315.2.14** Performs other related duties as assigned.

**2315.3 Required Qualifications:** Possesses a Master's Degree in library or information science from a school accredited by the American Library Association and five years experience in a library of recognized standards, preferably including public service desk assignments. Grant writing is highly desirable. Possesses a valid California driver's license and be a United States Citizen.

**2315.4 Knowledge and abilities:**

- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2315.5** Physical Demands:

**2315.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2315.5.1.2** Must possess mobility to operate a motor vehicle.

**2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2315.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2315.6** Work Environment:

**2315.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian I  
**POLICY NUMBER:** 2317

**2317.1** A non-exempt professional classification under the general direction of the Library Services Manager. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Library Services Manager and/or Librarian II. Supervises and trains public service desk personnel and volunteers.

**2317.1.1** Does specialized reference work using print and electronic formats.

**2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Library Services Manager.

**2317.1.3** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2317.1.4** Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2317.1.5** Prepares monthly and annual reports as assigned by the Library Services Manager.

**2317.1.6** Assists in procuring, researching, writing, securing and executing grants for the Library.

**2317.1.7** Plans, organizes, conducts, implements and evaluates programs that promote the Library's collection and services.

### **2317.2** Typical Tasks:

**2317.2.1** Answers reference questions at a public service desk.

**2317.2.2** Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

- 2317.2.3 Advises the Library Services Manager on catalog problems and recommends changes.
- 2317.2.4 Recommends policies for public services to the Library Services Manager.
- 2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.
- 2317.2.6 Assists the public with using the electronic databases and reference services.
- 2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Library Services Manager.
- 2317.2.8 Establishes and implements work procedures for department staff.
- 2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.
- 2317.2.10 Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.
- 2317.2.11 Prepares and submits reports of activities to the Library Services Manager as required.
- 2317.2.12 Performs other related duties as assigned.

2317.3 Required Qualifications: A Master's Degree in library or information science from a school accredited by the American Library Association, or have qualified and served at the paraprofessional level at a library reference or children's desk for a minimum of three years. A valid California driver's license and be a United States citizen.

2317.4 Knowledge and abilities:

- 2317.4.1 Knowledge of modern public library organization, procedures and policies.
- 2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2317.4.3 Knowledge of personal computer hardware and software operations
- 2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2317.4.5 Knowledge of reference sources and methods to serve adult and children.

- 2317.4.6 Knowledge of current events, literature and standard works in various fields.
- 2317.4.7 Ability to apply the knowledge listed above.
- 2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2317.4.10 Ability to follow Library policies and procedures.
- 2317.4.11 Ability to analyze difficult problems and recommend solutions.
- 2317.4.12 Ability to take independent action.
- 2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2317.4.15 Ability to organize and manage work flow for self.
- 2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2317.5 Physical Demands:**

**2317.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2317.5.1.2** Must possess mobility to operate a motor vehicle.

**2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2317.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2317.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2317.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2317.6** Work Environment:

**2317.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2617.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Circulation Supervisor  
**POLICY NUMBER:** 2321

**2321.1** A non-exempt supervisory classification under the general direction of the Library Director and reports directly to the Management Analyst. Performs supervisory and clerical library work in the Circulation Department. Performs performance evaluations and progressive discipline for the Circulation Department staff. Participates in the recruitment, orientation, training and assessment of staff in the Circulation Department.

**2321.1.1** Manages the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2321.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2321.1.5** Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks or volunteers.

### **2321.2** Typical Tasks:

**2321.2.1** Locates, checks-in and checks-out library materials for customers.

**2321.2.2** Processes telephone renewals.

**2321.2.3** Prepares the daily announcements for the telephone system.

**2321.2.4** Files documents and library materials by library filing rules.

**2321.2.5** Issues and renews library cards.

**2321.2.6** Operates a variety of office and business equipment.

**2321.2.7** Calculates and collects fines and fees at the Circulation Desk.

- 2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.
- 2321.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10 Records daily statistics at the Circulation Desk.
- 2321.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13 Prepares books and other library materials for public use.
- 2321.2.14 Repairs books and other library materials.
- 2321.2.15 Works in Technical Services in support of professional staff.
- 2321.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19 Serves as a United States Passport Application Acceptance Agent.
- 2321.2.20 Performs other duties as assigned.

**2321.3** Required Qualifications: Possesses a high school diploma or the equivalent. Has five years of clerical experience in a library or public service setting with supervisory experience. Possesses a valid California driver's license and be a United States citizen.

**2321.4** Knowledge and abilities:

- 2321.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3 Ability to file accurately according to library filing rules.

**2321.4.4** Ability to meet the public with tact and courtesy.

**2321.4.5** Ability to follow oral and written instructions.

**2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2321.4.7** Ability to follow Library policies and procedures.

**2321.4.8** Ability to organize and manage work flow for self.

**2321.5** Physical Demands:

**2321.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2321.5.1.2** Must possess mobility to operate a motor vehicle.

**2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2321.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2321.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2321.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2321.6**     Work Environment:

**2321.6.1**    The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.6.2**    Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Clerk  
**POLICY NUMBER:** 2323

**2323.1** A non-exempt clerical classification under the general direction of the Management Analyst and reports directly to the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

**2323.1.1** Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

**2323.1.2** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2323.1.3** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2323.1.4** May supervise substitute clerks or volunteers.

### **2323.2** Typical Tasks:

**2323.2.1** Locates, checks-in and checks-out library materials for customers.

**2323.2.2** Processes telephone renewals.

**2323.2.3** Prepares the daily announcements for the telephone system.

**2323.2.4** Files documents and library materials by library filing rules.

**2323.2.5** Issues and renews library cards.

**2323.2.6** Operates a variety of office and business equipment.

**2323.2.7** Calculates and collects fines and fees at the Circulation Desk.

**2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.

**2323.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

- 2323.2.10 Records daily statistics at the Circulation Desk.
- 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13 Prepares books and other library materials for public use.
- 2323.2.14 Repairs books and other library materials.
- 2323.2.15 Works in Technical Services in support of professional staff.
- 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19 Serves as a United States Passport Application Acceptance Agent.
- 2323.2.20 Performs other duties as assigned.

**2323.3** Required Qualifications: Possesses a high school diploma or the equivalent. A minimum of two years of library experience. Possesses a valid California driver's license and be a United States citizen.

**2323.4** Knowledge and abilities:

- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2323.4.3 Ability to file accurately according to library filing rules.
- 2323.4.4 Ability to meet the public with tact and courtesy.
- 2323.4.5 Ability to follow oral and written instructions.

**2323.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2323.4.7** Ability to follow Library policies and procedures.

**2323.4.8** Ability to organize and manage work flow for self.

**2323.5** Physical Demands:

**2323.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2323.5.1.1** While performing the duties of this job, the employee is required to talk and hear.

**2323.5.1.2** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2323.5.1.3** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2323.5.1.4** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2323.5.1.5** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2323.6** Work Environment:

**2323.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2323.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2008-2009**

**NON-EXEMPT  
Effective**

|                        | NON-EXEMPT |           |           |           |           |           |           |           |           |           |           |
|------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                        | 1          | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        |           |
| LIBRARY AIDE           | HR         | 9.16      | 9.39      | 9.63      | 9.87      | 10.11     | 10.37     | 10.63     | 10.89     | 11.16     | 11.72     |
|                        | PP         | 733.02    | 751.34    | 770.13    | 789.38    | 809.11    | 829.34    | 850.07    | 871.33    | 893.11    | 937.77    |
|                        | AN         | 19,058.44 | 19,534.90 | 20,023.27 | 20,523.85 | 21,036.95 | 21,562.87 | 22,101.94 | 22,654.49 | 23,220.85 | 24,381.90 |
| LIBRARY CLERK          | HR         | 13.44     | 13.78     | 14.12     | 14.47     | 14.83     | 15.21     | 15.59     | 15.98     | 16.37     | 17.19     |
|                        | PP         | 1,075.15  | 1,102.03  | 1,129.58  | 1,157.82  | 1,186.76  | 1,216.43  | 1,246.84  | 1,278.01  | 1,309.96  | 1,375.46  |
|                        | AN         | 27,953.81 | 28,652.65 | 29,368.97 | 30,103.19 | 30,855.77 | 31,627.17 | 32,417.85 | 33,228.29 | 34,059.00 | 35,761.95 |
| CIRCULATION SUPERVISOR | HR         | 15.20     | 15.58     | 15.96     | 16.36     | 16.77     | 17.19     | 17.62     | 18.06     | 18.51     | 19.44     |
|                        | PP         | 1,215.63  | 1,246.03  | 1,277.18  | 1,309.11  | 1,341.83  | 1,375.38  | 1,409.76  | 1,445.01  | 1,481.13  | 1,555.19  |
|                        | AN         | 31,606.49 | 32,396.66 | 33,206.57 | 34,036.74 | 34,887.66 | 35,759.85 | 36,653.84 | 37,570.19 | 38,509.44 | 40,434.92 |
| LIBRARY ASSISTANT      | HR         | 18.05     | 18.50     | 18.96     | 19.43     | 19.92     | 20.42     | 20.93     | 21.45     | 21.99     | 23.09     |
|                        | PP         | 1,443.72  | 1,479.81  | 1,516.81  | 1,554.73  | 1,593.60  | 1,633.44  | 1,674.27  | 1,716.13  | 1,759.03  | 1,846.99  |
|                        | AN         | 37,536.74 | 38,475.16 | 39,437.04 | 40,422.96 | 41,433.54 | 42,469.38 | 43,531.11 | 44,619.39 | 45,734.87 | 48,021.62 |
| LIBRARIAN I            | HR         | 21.33     | 21.86     | 22.41     | 22.97     | 23.55     | 24.13     | 24.74     | 25.36     | 25.99     | 27.29     |
|                        | PP         | 1,706.52  | 1,749.18  | 1,792.91  | 1,837.73  | 1,883.67  | 1,930.77  | 1,979.04  | 2,028.51  | 2,079.22  | 2,183.19  |
|                        | AN         | 44,369.42 | 45,478.65 | 46,615.62 | 47,781.01 | 48,975.53 | 50,199.92 | 51,454.92 | 52,741.29 | 54,059.83 | 56,762.82 |
| LIBRARIAN II           | HR         | 24.85     | 25.48     | 26.11     | 26.77     | 27.43     | 28.12     | 28.82     | 29.54     | 30.28     | 31.80     |
|                        | PP         | 1,988.32  | 2,038.03  | 2,088.98  | 2,141.20  | 2,194.73  | 2,249.60  | 2,305.84  | 2,363.49  | 2,422.57  | 2,543.70  |
|                        | AN         | 51,696.28 | 52,988.69 | 54,313.40 | 55,671.24 | 57,063.02 | 58,489.59 | 59,951.83 | 61,450.63 | 62,986.90 | 66,136.24 |
| PAGES                  | HR         | 8.00      | 8.40      | 8.82      | 9.26      |           |           |           |           |           |           |
|                        | PP         |           |           |           |           |           |           |           |           |           |           |
|                        | AN         |           |           |           |           |           |           |           |           |           |           |
| MO                     | 4,308.02   | 4,415.72  | 4,526.12  | 4,639.27  | 4,755.25  | 4,874.13  | 4,995.99  | 5,120.89  | 5,248.91  | 5,511.35  |           |

Signature \_\_\_\_\_ : Approved \_\_\_\_\_ Effective \_\_\_\_\_  
 Al Shkolier, President

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2008-2009**

Effective  
EXEMPT

|                                 | 1          | 2          | 3          | 4         | 5         | 6         | 7         | 8         | 9         | 10        |
|---------------------------------|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>LIBRARY DIRECTOR</b>         |            |            |            |           |           |           |           |           |           |           |
| HR                              | 48,077     | 49,28      | 50,51      | 51,77     |           |           |           |           |           |           |
| PP                              | 3,846.16   | 3,942.31   | 4,040.87   | 4,141.89  |           |           |           |           |           |           |
| AN                              | 100,000.16 | 102,500.16 | 105,062.67 | #####     |           |           |           |           |           |           |
| MO                              | 8,333.35   | 8,541.68   | 8,755.22   | 8,974.10  |           |           |           |           |           |           |
| <b>LIBRARY SERVICES MANAGER</b> |            |            |            |           |           |           |           |           |           |           |
| HR                              | 32.38      | 33.19      | 34.02      | 34.87     | 35.75     | 36.64     | 37.56     | 38.50     | 39.46     | 41.43     |
| PP                              | 2,590.76   | 2,655.53   | 2,721.92   | 2,789.97  | 2,859.72  | 2,931.21  | 3,004.49  | 3,079.60  | 3,156.59  | 3,314.42  |
| AN                              | 67,359.86  | 69,043.86  | 70,769.96  | 72,539.21 | 74,352.69 | 76,211.50 | 78,116.79 | 80,069.71 | 82,071.45 | 86,175.03 |
| MO                              | 5,613.32   | 5,753.66   | 5,897.50   | 6,044.93  | 6,196.06  | 6,350.96  | 6,509.73  | 6,672.48  | 6,839.29  | 7,181.25  |
| <b>MANAGEMENT ANALYST</b>       |            |            |            |           |           |           |           |           |           |           |
| HR                              | 26.01      | 26.66      | 27.33      | 28.01     | 28.71     | 29.43     | 30.16     | 30.92     | 31.69     | 33.28     |
| PP                              | 2,080.80   | 2,132.82   | 2,186.14   | 2,240.79  | 2,296.81  | 2,354.23  | 2,413.09  | 2,473.42  | 2,535.25  | 2,662.02  |
| AN                              | 54,100.80  | 55,453.32  | 56,839.65  | 58,260.64 | 59,717.16 | 61,210.09 | 62,740.34 | 64,308.85 | 65,916.57 | 69,212.40 |
| MO                              | 4,508.40   | 4,621.11   | 4,736.64   | 4,855.05  | 4,976.43  | 5,100.84  | 5,228.36  | 5,359.07  | 5,493.05  | 5,767.70  |
| <b>ADMINISTRATIVE ASSISTANT</b> |            |            |            |           |           |           |           |           |           |           |
| HR                              | 20.76      | 21.28      | 21.81      | 22.36     | 22.92     | 23.49     | 24.08     | 24.68     | 25.29     | 26.56     |
| PP                              | 1,660.80   | 1,702.32   | 1,744.88   | 1,788.50  | 1,833.21  | 1,879.04  | 1,926.02  | 1,974.17  | 2,023.52  | 2,124.70  |
| AN                              | 43,180.80  | 44,260.32  | 45,366.83  | 46,501.00 | 47,663.52 | 48,855.11 | 50,076.49 | 51,328.40 | 52,611.61 | 55,242.19 |
| MO                              | 3,598.40   | 3,688.36   | 3,780.57   | 3,875.08  | 3,971.96  | 4,071.26  | 4,173.04  | 4,277.37  | 4,384.30  | 4,603.52  |

Signature \_\_\_\_\_ : Approved  
Al Shkoler, President



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Continuation -- Elimination of the Placentia Library District Policy #2040.11-2040.11.3 and Implementation of the Employee of the Quarter Program  
**DATE:** October 22, 2008

**BACKGROUND**

Under the Placentia Library District Policy #2040.11, the District provides an incentive program for non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program.

During the 2007-2008 fiscal year, the Library paid \$1,463.70 towards the incentive program for 10 employees -- six full-time and four part-time.

The Employee of the Quarter is an employee nominated program that recognizes staff members who perform outstanding work that is consistent with the Library's policies and procedures. The program is based on performance and provides development growth opportunities for employees.

The award will include cash and the use of the Library Director's parking space for the quarter within the nomination period.

**RECOMMENDATION**

1. Approve the discontinuation of the Placentia Library District Policy #2040.11 - 2040.11.3
2. Authorize the Library Director to request funding for the cash award through the Placentia Library Friends Foundation.

MI BE. }  
M2 JT. }  
MI RD }  
M2 GW }

AS BE GW  
RD JT

J.T. } GW }  
A.S. } BE } RD }







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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Placentia Library District Policy #6065 – Public Behavior Policy  
**DATE:** October 22, 2008

### BACKGROUND

The Library Rules of Conduct exist to protect the rights and safety of library patrons, to protect the rights and safety of library staff members, and to preserve and protect the library's materials, facilities and properties.

The Library needs to be an orderly place for patrons to conduct educational, research, homework and recreational information needs. The changes in the proposed Library Rules of Conduct include:

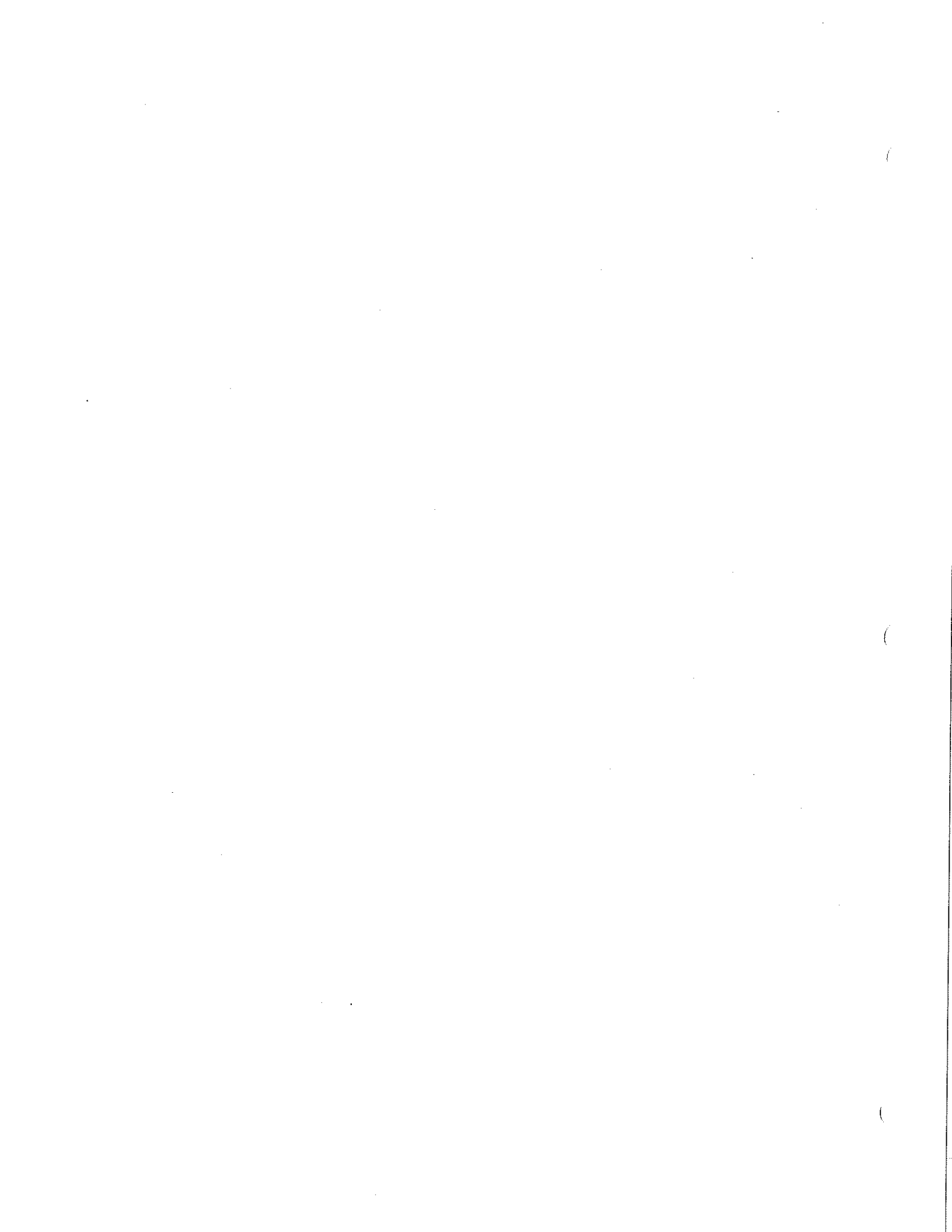
- Limiting eating and drinking only in a designated area.
- Cell phones and pagers must be on vibration mode.
- Intoxication and smoking are not allowed.
- Firearms and dangerous weapons, except by law enforcement, are not allowed.
- Limiting article size in the library.
- Unattended children.
- Lost, stolen or damaged personal items.
- No sleeping in the library.
- No bathing and/or shampooing in the restrooms.

The implementation of the proposed Library Rules of Conduct will enable the Placentia Library to operate as the Library for the community rather than as a neighborhood branch where rules appear to be more relaxed and overlooked.

### RECOMMENDATIONS

- M1-J.T.*  
*M2-R.D.* <sup>*Amended?*</sup> 1. Approve the proposed Placentia Library District Policy #6065 – Library Rules of Conduct as shown on pages 2-3, effective January 1, 2009.

*No staff input  
was taken for this  
policy draft*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Library Rules of Conduct  
**POLICY NUMBER:** 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

- 6065.1 Engaging in any activity prohibited by law.
- 6065.2 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.
- 6065.3 Smoking in the Library.
- 6065.4 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- 6065.5 Eating or drinking, except in areas designated for those purposes.
- 6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.
- 6065.7 Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- 6065.8 Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.
- 6065.9 Using restrooms for bathing and/or shampooing.
- 6065.10 Soliciting or conducting surveys not authorized by the Library.
- 6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

- 6065.12 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- 6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- 6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.
- 6065.15 Moving Library furniture and/or equipment.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.16 The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.17 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.18 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Fines and Fees Schedule for Fiscal Year 2008-2009  
**DATE:** October 22, 2008

### BACKGROUND

The Fines & Fees Schedule for the Fiscal Year 2007-2008 was approved by the Library Board at the Regular Board Meeting on June 18, 2007.

Staff recommended the discontinuation of three Special Services:

- Cleaning CD/DVD, next business day service per disk -- \$2.00
- Cleaning CD/DVD, expedited same day service per disk -- \$5.00
- Laminating, per sheet -- \$1.00

In the 2007-2008 Fiscal Year, the Library generated a total of \$1,264.00 in revenue from the above Special Services:

- Cleaning CD/DVD, next business day -- \$786.00 or 393 CD/DVDs cleaned
- Cleaning CD/DVD, expedited same day -- \$315.00 or 63 CD/DVDs cleaned
- Laminating, per sheet -- \$163.00 or 163 sheets laminated

The average time to perform each of the above services is 10 minutes. Based on an average hourly wage of \$10.11, Library Aide at step 5, it costs the Library \$1,043.00 to clean 456 CD/DVDs and laminate 163 sheets. The net profit for the Library is \$221.00.

### RECOMMENDATION

- MM - R.D.*  
*MZ - G.W. 1.*  
*MM - G.W. 2.*  
*MZ - B.K.*
1. Approve the discontinuation of Special Service CD/DVD, next business day service, Special Service CD/DVD, expedited same day service and Special Service, laminating.
2. Approve and adopt the Placentia Library District Fines and Fees Schedule for Fiscal Year 2008-2009 as shown on pages 2-3, effective November 1, 2008.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007

#### FINES PER DAY

All Items ..... \$ .20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

**MAXIMUM FINE PER ITEM** ..... **MAXIMUM**  
All Items ..... \$ 10.00

**RESERVES & SHELF CHECKS** ..... **PER ITEM**  
All Items ..... \$ .50  
Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books ..... Item Cost + \$ 5.00 ..... \$ 20.00  
Uncataloged Paperbacks ..... Item Cost + \$ 5.00 ..... 5.00  
Magazines/Pamphlets..... No Processing Fee..... 3.00  
Cassettes..... No Processing Fee..... 10.00  
CDs, CD ROMs & Videos..... Item Cost + \$ 5.00 ..... 15.00  
Audio Books (all formats)..... Item Cost + \$ 5.00 ..... 50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

**SPECIAL SERVICES** ..... **PER ITEM**  
Library card replacement..... \$ 2.00  
Fax per document (outgoing or incoming) plus \$ .10 per page ..... 2.00  
Photographs from Placentia History Room,  
per photo plus actual packaging, postage and/or shipping ..... 7.50  
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card ..... 0.15  
Printing & Photocopy, black ink, per page, paid by Library Card deposit account ..... 0.10  
Printing & Photocopy, color, per page, paid by cash or credit/debit card..... 0.50

Printing & Photocopy, color, per page, paid by Library Card deposit account..... 0.45  
Passport check preparation..... 5.00  
Test monitoring, per exam ..... 30.00

MULTIPURPOSE ROOM..... PER DAY  
Up to four hours ..... \$ 35.00  
Additional hours, in four hour increments ..... 35.00  
Set-up & clean-up combination ..... 30.00  
Set-up fee ..... 20.00  
Clean-up fee .. ..... 20.00

**SURCHARGES**

Returned check, up to 30 days ..... \$ 30.00  
Returned check, 30th day and over: the greater of 3 times value of check or ..... 100.00  
Report to Collection Agency, per report ..... 15.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Painting Services for Acoustic Ceiling Tiles and Bookshelves Plastic Laminate Surfaces  
**DATE:** October 22, 2008

**BACKGROUND**

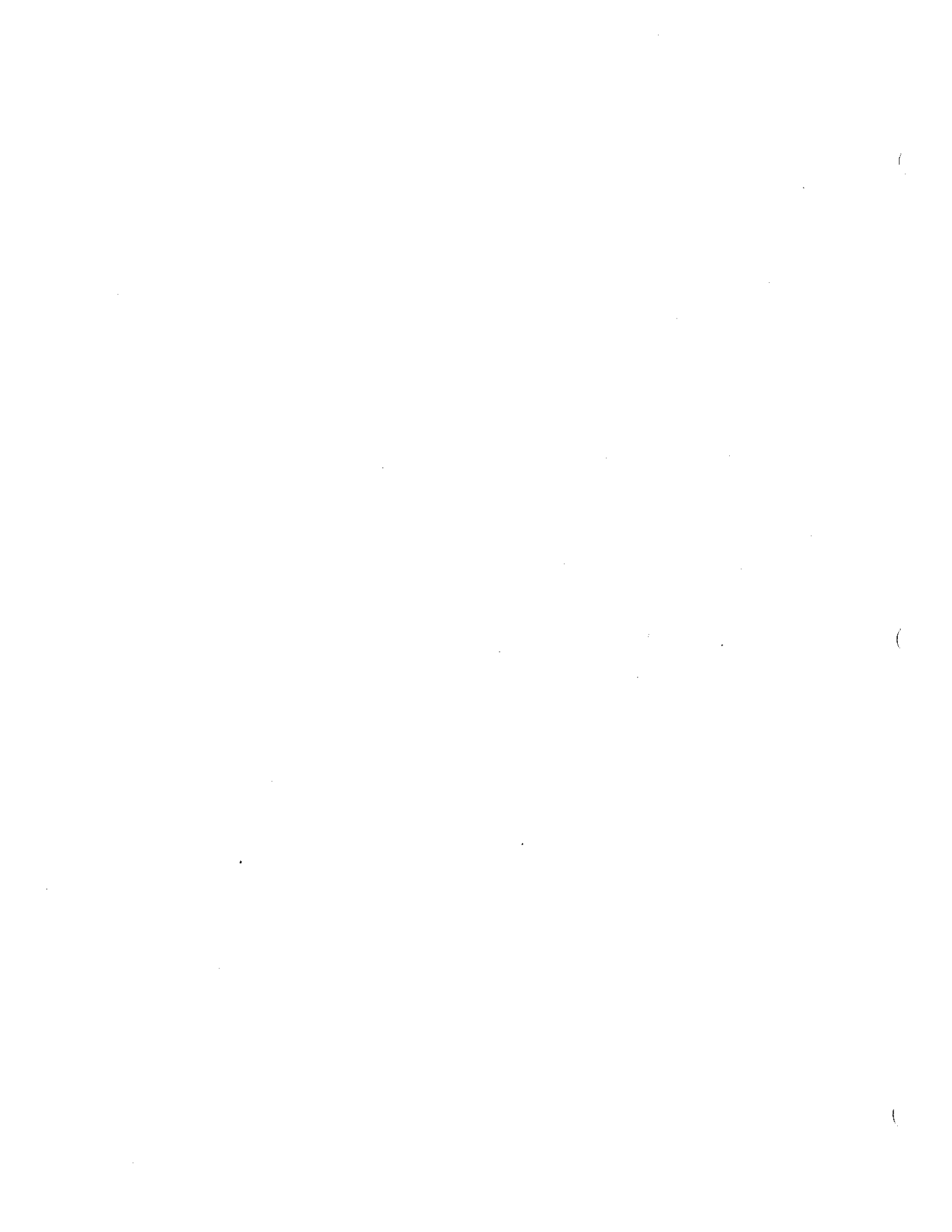
The acoustic ceiling tiles were the original tiles from 1974 when the Library was built. Over the years, the tiles have experienced discoloration and they require a fresh coat of paint. The bookshelf panels were replaced over ten years ago when the Library had replaced its carpet and furniture. The blue, mauve and burgundy color scheme on the panels match with the existing furniture.

The cost to paint the acoustic ceiling tiles would be \$8,689 and \$16,037 for the bookshelf panels. The total for both projects would be \$24,726. Please refer to pages 2-5 for additional information.

The repainting of the bookshelf panels may require consideration of new carpet and furniture for a more consistent look with the new paint colors of the bookshelf panels; resulting in additional costs to the Library.

**RECOMMENDATION**

Defer painting of the acoustic ceiling tiles and the bookshelf panels and revisit the agenda item in December 2009 as the Library continues to take necessary measures to handle the economic impacts on the budget for the 2008-2009 fiscal year.





**Prowest Painting and Waterproofing, Inc.**

September 25, 2008

Via facsimile and U.S. Mail

Ms. Wendy Goodson - Administrative Services Manager  
Placentia Public Library District  
411 East Chapman Avenue  
Placentia, CA 92870

**Re: Painting of Bookshelves Plastic Laminate Surfaces**

Dear Ms. Goodson:

**Prowest Painting and Waterproofing, Inc (PPW)** is pleased to submit a proposal on the above project. The following scope of work and clarifications are submitted for your consideration.

**A. REMOVAL AND PREPARATION**

- Remove the plastic laminated panels from the book shelves.
- Temporarily cover any sharp exposed edges of the book shelves.
- Transport plastic laminated panels to our shop for preparation and painting.
- Clean all surfaces using TSP substitute no rinse cleaner.
- Lightly scuff sand the surface of each panel to improve adhesion of new finishes.

**B. PRIMER, COLOR AND CLEAR COAT APPLICATION**

- Apply full coat urethane acrylic primer and allow to cure for a minimum of 48 hours.
- Apply full coat(s) of 100% acrylic paint as required for full coverage. Color per Owners request up to five color selections.
- Apply full finish coat of Faux Effects' C-500 clear urethane sealer with satin finish.

**C. COMPLETION**

- Carefully wrap and protect refinished panels for transport.
- Transport panels back to site.
- Carefully reinstall finish panels to their original location.

**D. CLARIFICATIONS**

- This proposal is valid for a period of thirty days.
- Owner to provide water and electricity required for the project.
- This proposal is based on paying prevailing wages per statistics provided by California Director of Industrial Relations.
- We anticipated that this project could be completed within 4 working days.

**PPW** agrees to complete above project including all labor, material, equipment, state and local taxes for the sum of **\$16,037.00**.

This project will be invoiced upon completion

Sincerely,

**Prowest Painting & Waterproofing, Inc.**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

*Randy D. Timms*

Title: \_\_\_\_\_

Randolph D. Timms (714) 630-0343 Ext. 18

Company: \_\_\_\_\_

Project Manager E-mail: randy@ppwpainting.com

Please sign and return.

Subject to all standard terms & conditions on reverse side.



**Prowest Painting and Waterproofing, Inc.**

### STANDARD TERMS AND CONDITIONS

1. **Contingencies.** Contractor shall not be liable for any failure or delay caused by storms, accidents, floods, and fires. Labor disputes, wars, riots, embargoes, government regulation or restrictions of any kind, inability to obtain materials and supplies, acts of God, or other causes beyond Contractors control.
2. **Storage and Service.** Owner shall furnish, at his sole cost and expense, (1) a reasonable convenient room at the job site which can be locked and utilized by Contractor for the storage of all materials and equipment, and (2) all necessary heat, light, electricity, elevator or hoist service, water and other utilities at the job site.
3. **Scaffolding.** If scaffolding or swing staging is required for this work; Contractor will furnish it unless otherwise agreed in writing. Any necessary permission to work on or over adjoining property to perform this work shall be obtained by Owner at no cost to Contractor.
4. **Payment.** All payments shall be paid as set forth on the face hereof and shall not be contingent upon the acceptance of work done by others. Contractor shall not be required to proceed with the work if the payments have not been made as specified in the contract and all delinquent payments shall bear interest at the highest legal contract rate from the date payment is due. Owner shall pay all expenses, including reasonable attorney fees, incurred by Contractor in enforcing this contract.
5. **Additions and Deductions.** Any expense incurred by Contractor in connection with repairs to or replacement of any part of this work due to damage caused by the failure, repair, or replacement of the work of others, shall be paid by Owner and added to the amount of this contract and be considered a part thereof.
6. **Prices.** This Proposal is based upon prices and availability of labor and material as of this date. Owner agrees to renegotiate proposal should unforeseen increases in the price of labor or materials occur prior to completion of this work.
7. **Claims.** Claims for defects in Contractor's work shall be made no later than five (5) days after completion of the work.
8. **Unforeseen Conditions.** Contractor bases this Proposal on a visual inspection of the job site. Should unforeseen conditions arise that could not reasonably be determined by visual inspection prior to starting work, such additional work as may be required shall be performed by Contractor on a Time and Material or Firm Bid Basis, after Owner or his agent has been notified.
9. **Water blasting/Sandblasting.** If water blasting and/or sandblasting is to be performed, Contractor shall use reasonable diligence and care to protect underlying and adjoining surfaces and Contractor will not be liable for any damage to said surfaces, or any adjacent vegetation.
10. **Exclusions.** Contractor shall not be responsible for glass cleaning. All unused materials and job site wastes removed from job site by Contractor will require disposal as hazardous waste and will be invoiced to customer separately.
11. **Repainting and Repapering.** On all applications of paint or wall covering over surfaces, formerly painted or papered, the Contractor shall make such tests of the old surface as may be recommended by the manufacturer of the new materials and shall report the condition found to the owner together with a statement on the possibility that the new materials may not adhere to the old surface. Thereafter, if the new work should fail and the Contractor is required to re-do any portion of the work, he shall be reimbursed for such rework on the same basis as the new work provided for herein.
12. **Signs.** Contractor will use reasonable care and diligence in working around signs on buildings and Contractor will not be liable for damage to same.
13. **Arbitration.** Disputes of whatever nature arising from this contract shall be settled by arbitration in the County of Orange, State of California in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The award of the arbitrators shall be final and binding upon the Owner and Contractor and judgment on any award may be entered in any court having jurisdiction. In any arbitration preceding the provisions of Section 1283.5 of the California Code of Civil Procedure shall be applicable. Nothing contained in this paragraph shall preclude the Contractor from filing and foreclosing a mechanics lien to which he may be entitled.
14. **Acceptance.** This Proposal, when accepted, shall constitute the entire agreement between Contractor and Owner and there shall be no understandings, representations, or other term, and conditions of any kind, express or implied, not set forth herein. This Proposal when accepted can be modified or rescinded only by writing, signed by an authorized representative of Contractor.
15. **Permits.** No costs for permits have been included within this proposal, unless stated otherwise within the clarifications. All costs required for actual fees and the time required to obtain any permits as required governing agencies shall be paid by the Owner above and beyond the contract sum.
16. **Additional Insured.** When additionally insured forms are required by the Owners Representative for projects proposed to cost less than \$5,000.00 a charge of \$100.00 per additionally insured shall be paid by the above and beyond the contract sum.



**Prowest Painting and Waterproofing, Inc.**

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Company: \_\_\_\_\_

Project Manager E-mail: randy@ppwpainting.com

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